



Corrections and  
Community Supervision

# Food Service Operations Manual

Directive #4310

NYS Department of Corrections and Community Supervision  
OFFICE OF NUTRITIONAL SERVICES  
April 2018



**NEW YORK STATE DEPARTMENT OF CORRECTIONS AND  
COMMUNITY SUPERVISION**

**FOOD SERVICE OPERATIONS MANUAL**

The food service supervisor has total responsibility for the management of the facility's food service operations. Any employee, uniformed, or non-uniformed, entering or working in the food service area shall be subject to the rules, regulations, and procedures set forth by this manual.

**FOOD SERVICE SUPERVISOR**

For the purpose of this manual, food service supervisor shall be defined as the highest-ranking food service title.

**CHANGES TO THE MANUAL**

Addendums and deletions to the content of this manual shall be made exclusively by the director of nutritional services as changes become necessary. Local adaption to, or departures from, the provisions of this manual shall be made only with the written approval of the Director of Nutritional Services.

## **11. INMATE FOOD SERVICE EMPLOYMENT GUIDELINES**

**A. RECORDING HOURS WORKED:** An accurate record of actual time worked must be maintained by facility staff for each inmate. Inmates will only be paid for the hours that they worked.

**B. WORK HOURS:** Except during emergencies, inmates will not be paid for more than 8 hours per day, 5 days per week without the approval from the Deputy Superintendent of Programs or designee. ALL hours worked, including holiday and weekends, are to be paid at the straight time rate.

### **C. ABSENCES:**

1. Inmate absence due to illness: Any inmate placed in the hospital through no fault of his/her own, will continue to receive his/her current base rate for the remainder of the pay cycle. After which he/she will be assigned to the hospital patient payroll and paid at the unemployed rate. Offenders medically excused in their cells will be assigned to the medical services payroll and paid at the unemployment rate from the first day of absence.

2. Holidays: Inmates who do not work on holidays, legal or institutional, will NOT be paid.

3. Shutdown: During shutdowns of operation for reasons such as frisks, lock-ins, etc. inmates who do not work will NOT be paid.

4. Disciplinary: Inmates will NOT be paid for absences while being kept locked as a direct result of disciplinary or punitive actions. If "keep lock" charges are dismissed, inmates will be reimbursed for work lost in "keep lock" at the unemployed rate.

An inmate will not be paid for any additional work task imposed as a result of tier I violation hearing in accordance with Part 252 Chapter V of Title 7.

5. Call-outs: An inmate will not be penalized in pay for any legitimate or necessary call-out during the program day. Such call outs are limited to the following;

- a. Medical or dental appointment(s)
- b. Parole Board appearance(s)
- c. Legal visits
- d. Family visits
- e. Religious services (approved)

## **12. INMATE FOOD SERVICE RATES OF PAY**

**A. FOOD SERVICE NON – TRAINING:** All inmates who are NOT enrolled in the food service training program will be paid as follows:

**Industry Worker I: Shop Codes [REDACTED] and [REDACTED]**

### **GRADE 1**

**Step 1 - \$0.16 per hour entry level. Must be enrolled in academic school or on a Required Program List (RPL).**



**Step 2** - \$0.22 per hour after satisfactory evaluation, completing (3) months unbroken service on the job and enrolled in academic school or on an RPL.

**Step 3** - \$0.25 per hour after satisfactory evaluations and completing six (6) months of unbroken service on the job and enrolled in academic school or on an RPL.

**Transfers:** An inmate, who is assigned to food service non-training transfers from one facility to another, should retain his/her hourly rate of pay from the transferring facility as long as there is an available position, no break in service, and no disciplinary problems.

**THERE ARE NO FURTHER INCREASES IN PAY FOR THE ABOVE OFFENDERS**

- B. FOOD SERVICE TRAINING PROGRAM:** All inmates who are enrolled in the food service training program will be paid as follows:

**Industry Worker 1 – Pre-Industry Training: Shop Code [REDACTED]**

**GRADE 1**

**Step 1:** \$0.25 per hour during the 16 weeks of classroom and on the job training. Must be enrolled in academic school or on a RPL for Pre-HSE or HSE.

**Industry Worker 2 – Pre-Industry Training: Shop Code [REDACTED] and [REDACTED]**

**GRADE 2**

**Step 1** - \$0.26 per hour after successful completion of the 16 weeks classroom and on the job training. Must be enrolled in Pre-HSE Or on a RPL for Pre-HSE level academic programming.

**Step 2** - \$0.29 per hour after 90 days of unbroken service at \$0.26 per hour and a satisfactory evaluation. Must be enrolled in Pre HSE or on a RPL for Pre HSE level academic programming.

**Step 3** - \$0.32 per hour after two years of unbroken service at \$0.29 per hour and a satisfactory evaluation. Must be enrolled in Pre HSE or on a RPL for Pre HSE level academic programming.

**Industry Worker 3 – Industry Training: Shop Code [REDACTED] and [REDACTED]**

**GRADE 3:**

**Step 1:** \$0.32 per hour after successful completion of the 16 weeks classroom and on the job training. Must possess a High School Equivalency Diploma or enrolled in HSE with a minimum of 9.0 Reading and Math levels or on a RPL for HSE level academic programming.

**Step 2:** \$0.35 per hour after 90 days of unbroken service at \$0.32 per hour and a satisfactory evaluation(s). Must possess a High School Equivalency Diploma or enrolled in HSE. with minimum of 9.0 Reading and Math level or on a RPL for HSE level academic programming.

**Step 3:** \$0.38 per hours after two years of unbroken service at \$0.35 per hour and satisfactory evaluation(s). Must possess a High School Equivalency Diploma or enrolled in HSE. with a minimum of 9.0 Reading and Math level or on a RPL for HSE level academic programming.

**Note:** All inmates on an academic RPL must enroll in school when reached on the waiting list. Failure to do so will result in consequences associated with program refusals, inclusive of a reduction in pay grade and rate.



**THERE ARE NO FURTHER INCREASES IN PAY FOR THE ABOVE INMATES**

**Program Associates:** All inmates must have completed 2 years of unbroken service and must possess a high school diploma or equivalency in order to be considered for a program associate.

**Industry Worker 4:**

**Shop Code – [REDACTED] and [REDACTED]**

**GRADE 4:**

**Step 1** - \$0.38 per hour initial pay as a program associate.

**Step 2** - \$0.42 per hour after 90 days of unbroken service and \$0.38 per hour and satisfactory evaluations(s)

**Step 3** - \$0.45 per hour after 2 years of unbroken service at \$0.42 per hour and satisfactory evaluations(s)

**THERE ARE NO FURTHER INCREASES IN PAY FOR THE ABOVE INMATES**

**PAY CODE [REDACTED] RESERVED FOR THE FOOD PRODUCTION CENTER ONLY**

**C. FOOD SERVICE TRAINING PROGRAM POLICY:** Inmates may apply for the Food Service Training program as long as they are in a facility that is providing the program and they meet the following minimum qualifications:

- At least 12 months to parole board
- Medically cleared to work in food services
- Must be 18 years of age
- High school diploma or equivalent or enrolled in academic school (HSE. Pre-HSE.), or on a RPL.
- An acceptable disciplinary record
- Must pass a pre-entry examination

\*Inmates will be required to perform all duties and tasks within food service.

\*Inmates will sign a work agreement that will commit them to a minimum term of 12 months in the Food Service Program.

**D. DEFINITIONS:**

**1. Program:** The Food Service Training program consists of a 12-month commitment including sixteen (16) weeks of classroom participation and on the job training followed by continual on the job training toward merit time eligibility and vocational completion. Inmate will be credited with [REDACTED] Food Service Pre-Training job title code at the completion of the 16 weeks of classroom sessions.

**2. Agreement:** A document signed by an offender that commits the offender to a minimum 12 months of continual training in food service. The agreement begins with the first day of classroom and on the job training in the program and continues throughout their employment in the Food Service Training program.

**3. Certificate:** Awarded to show completion of the 12 months of combined classroom and on the job training section of the program and indicates the agreement is satisfied.



4. **Unbroken Service:** The inmate may not have an unexcused absence of 30 days or more unless transferred to a facility with no openings in food service and the offender is on the waiting list for food services.

Trained inmates returning to our system after release or a Community Supervision violation will start at Industry Worker 1, step 1, rate of pay \$0.16. They are required to retake the Food Service Training Program to earn the trained inmate wages.

**E. REMOVAL FROM THE FOOD SERVICE TRAINING PROGRAM:**

The food service supervisor can make a written recommendation to the Program Committee at any time for the removal of an inmate from the Food Service Training Program.

1. If an inmate under agreement receives 30 days or more keep lock or SHU disciplinary sanctions, he/she is automatically removed from the Food Service Training Program. If the inmate returns to food service he/she will start at **Industry Worker 1, Step 1**, rate of pay \$0.16.
2. If an inmate under agreement receives 29 days or less keep lock or SHU disciplinary sanctions, he/she may return to the Food Service Training Program at their previous rate of pay with the Food Service Supervisor's approval.
3. If an inmate has completed the 16-week training and receives the hourly rate of \$0.25 per hour or higher, but fails to continue with the educational requirements, the inmate will be removed from the program. If he/she continues to work in food service he/she will be placed in a "non-training" food service item at a rate of pay starting at **Grade 1, Step 1**, \$0.16 per hour.
4. Inmates who are removed through no fault of their own may be reinstated in the program and resume with the same wage held before leaving Food Service. Reinstatement will be at the discretion of the facility.

**F. TRANSFERS:** An inmate who is under agreement to a Food Service Training Program, transfers from one facility to another, should remain in food service at his/her current hourly rate of pay until the 12-month agreement obligation has been fulfilled, if there is an available position. Time spent on the waiting list for an available position will not be considered a break in service, nor will it count toward the fulfillment of the 12-month agreement.

**G. REINSTATEMENT IN THE PROGRAM:**

1. Inmates under agreement to the Food Service Training Program will automatically be excused to attend Work Release, CASAT, ASAT, or similar mandatory programs. These inmates will be exempt from the agreement and higher wages while attending these programs. If the inmate returns to a facility, with no disciplinary problems, he/she may be reinstated in the program and resume with the same wages being earned before leaving food service.



2. Inmates who have fulfilled the agreement and work a minimum of 12 months in the Food Service Program may choose to leave the Food Service Program, or if they are removed for disciplinary reasons and wish to return will start at \$0.25 per hour in the [REDACTED]-shop code. After 90 days have lapsed and with the approval of the food service supervisor, the inmate may be promoted to Industry Worker, Grade 3, Step 1, \$0.32 per hour.

3. Inmates who are removed through no fault of their own can be reinstated in the program and resume with the same wage held before leaving Food Service. Reinstatement will be at the discretion of the facility.

**H. PROGRAM ASSOCIATES:** After completion of 2 years of unbroken service, and with the recommendation of the food service supervisor, an inmate may be recommended for the position of Program Associate. This position will be utilized as a teacher's aide by the food service supervisor in the instruction of the program. The individual **MUST** have a High School Diploma or equivalency verified by this Department and shows an ability to work well with his/her peers.

Program associates transferring from one facility to another are not automatically program associates at the receiving facility. If the program associate items are filled, the transferring inmate will go on a waiting list to become a program associate. If there is no program at the facility, no inmate will be paid at the associate level. Pay will be Grade 3, Step 3, at \$0.38 per hour and will remain there until the inmate becomes a program associate again.

Only a maximum of 2 program associates may be employed at each facility having the Food Service Training Program

It is the responsibility of the food service supervisor to ensure inmates are being paid in accordance with these guidelines

**I. INMATE REFUSAL TO ACCEPT MANDATORY PROGRAMMING:**

In accordance with New York State Correction Law 171 and the Department of Corrections and Community Supervision Policy and Procedures and Standards for Programming Inmates, all medically cleared inmates are expected to accept a program which is offered by the Program Committee Chairperson.

Inmates who refuse program assignments shall be subject to administrative action. Refusal to participate in a mandatory program, such as school or a therapeutic program shall result in reduction in pay and/or pay grade. For example: an inmate who is refusing mandatory programs and is currently assigned as a non-industrial food service worker at a rate of \$0.25 per hour would immediately have a change of hourly rate to \$0.16 per hour. Furthermore, an inmate who is currently participating in or has completed the Food Service Training and subsequently refuses a mandatory program, he/she cannot remain in the Food Service Training Program. If facility needs dictate the inmate's assignment to a non-training food service item, he/she must remain at **Grade 1, Step 1 pay** of \$.16 per hour.



DEPARTMENT OF CORRECTIONS and COMMUNITY SUPERVISION DIVISION OF INDUSTRIES CORCRAFT PRODUCTS  DIVISION DIRECTIVE	NUMBER	IND 12002	DISTRIBUTION	List 4	DATE	9/27/13
	SUPERSEDES	IND 12002 (dated 3/14/08)			PAGE	1
	SUBJECT	INMATE WORKER WAGE PLAN			OF	10

## PROCEDURE

To provide the guidelines under which inmate workers will be paid while employed by Correctional Industries.

### I. RATES OF PAY

- A. All inmates assigned to Correctional Industries will be paid in accordance with the following schedule of hourly rates:

<u>GRADE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>LONGEVITY</u> <u>STEP 3 (2+ yrs.)</u>
Grade I	\$ .16	\$ .22	\$ .25
Grade II	\$ .26	\$ .29	\$ .32
Grade III	\$ .32	\$ .35	\$ .38
Grade IV	\$ .38	\$ .42	\$ .45
Grade V	\$ .65	---	---

It is the policy of correctional Industries to pay inmate workers at a rate commensurate with their education level and the skill and complexity of the duties they perform. All inmate jobs in Correctional Industries should be classified and inmates assigned to a specific job should be paid at the grade level allocation for that position. Inmate workers occasionally may be required to work in a job allocated to a higher grade on a temporary basis at their lower assigned pay rate due to training, emergency or production requirements. To promote upward mobility within the industry workforce and to encourage a greater skill and commitment equating to greater compensation there will be a maximum limit of 50% of the industry workforce at grade IV (all steps). Workers that have a minimum of 4 years working in Industry and cannot be promoted to a Grade IV level due to unavailability of an item, may be awarded this grade at the discretion of the Industrial Superintendent or designee. The availability of higher grade positions does not mandate that these positions are filled. Workers must be deserving and have the approval of their immediate supervisor as well as the **Industrial Superintendent** or designee. There will be no restrictions on the number of inmate workers occupying grades I, II and III's (all steps.)

- B. Night Shift Differential will be paid to all inmates working at least four work hours between 12 midnight and 6 AM. The normal Correctional Industries hourly rate will be increased \$.05 per hour. Inmates employed on the night shift are eligible for the incentive bonus plan in addition to their hourly rate.



NEW YORK STATE DEPARTMENT OF CORRECTIONAL SERVICES  
LISTING OF ALL TITLES BY DESCRIPTION

TITLE DESCRIPTION	TITLE CODE	TITLE GRADE
ABUSE/RISK PARTICIPANT	11739	2
ADMINISTRATIVE CLERK	11010	4
ADT-90DAY PARTICIPANT	11738	2
ADVANCED PARTICIPANT	11094	4
ALT SHOCK CASAT	11516	3
ALT SHOCK PARTICIPANT	11735	2
APPU/ASAT PARTICIPANT	11731	2
ASAT (WILLARD) PARTICIPANT	11737	2
ASAT AIDE	11719	3
ASAT PARTICIPANT	11718	2
AUTO BODY REPAIRER	11020	3
AUTO BODY REPAIRER II	11021	2
AUTO MECHANIC	11030	4
AUTO MECHANIC ASSISTANT	11040	3
AUTO MECHANIC HELPER	11050	2
BAGGER	11060	2
BAKER	11070	4
BAKER ASSISTANT	11080	3
BAKER HELPER	11090	2
BARBER	11100	4
BARBER ASSISTANT	11110	3
BARBER II	11117	2
BENCH CARPENTER	11120	3
BENCH CARPENTER HELPER	11130	2
BHU THERAPEUTIC PARTICIPANT	11619	2
BHU THERAPEUTIC PARTICIPANT I	11629	1
BHU/IDDT PHASE II	11624	2
BHU/IDDT PRE-TX PARTICIPANT	11622	1
BOILER OPERATOR	11140	4
BUP PARTICIPANT	11560	2
BUS / TRUCK DRIVER II	11151	2
BUS DRIVER	11150	4
BUTCHER ASSISTANT	11160	3
BUTCHER HELPER	11180	2
BUTCHER-ALL AROUND	11170	4
BUTCHER, MEAT	11190	4
BUZZ SAW OPERATOR	11200	4
CARPENTER	11220	4
CARPENTER ASSISTANT	11230	3
CARPENTER HELPER	11240	2
CASAT II OUTPATIENT TX NYC	11723	1
CASAT II OUTPATIENT UPSTATE/LI	11724	1
CASEWORKER	11250	3
CERTIFICATION PARTICIPANT	11918	3
CHAINSAW OPERATOR	11270	3
CHIPPER	11290	4
CLERK	11300	1
CLERK, TYPIST	11310	3
CLOTHING ASSEMBLER (LAUNDRY)	11320	1
CO-EDITOR	11330	2



NEW YORK STATE DEPARTMENT OF CORRECTIONAL SERVICES  
LISTING OF ALL TITLES BY DESCRIPTION

TITLE DESCRIPTION	TITLE CODE	TITLE GRADE
COMPUTER OPERATOR	11331	4
CONST EQUIP OPER II	11341	2
CONSTRUCTION EQUIP. OPERATOR	11340	4
CONSTRUCTION WORKER I	11350	2
CONSTRUCTION WORKER II	11360	3
COOK	11370	4
COOK ASSISTANT	11380	3
COOK HELPER	11390	2
COUNTER ATTENDANT	11400	2
CUSTODIAN I	11406	3
CUSTODIAN II	11407	4
CUT-OFF SAW OPERATOR	11405	4
DAIRY FARM WORKER	11410	3
DAIRY PROCESSOR	11420	3
DAIRY PROCESSOR HELPER	11430	2
DANY STUDENT	11920	2
DENTAL ASSISTANT	11450	4
DIGITAL LITERACY PARTICIPANT	11097	2
DINING ROOM ATTENDANT	11440	1
DISCHARGE THERAPEUTIC PARTIC.	11699	2
DOL HUMAN SERVICES APPRENTICE	11830	4
DRYER OPERATOR	11470	2
DUMP TRUCK DRIVER	11460	4
DWI OUTPATIENT TRMT	11728	2
DWI TRANSITION	11727	2
EDITOR	11480	3
ELECTRICIAN	11490	4
ELECTRICIAN ASSISTANT	11500	3
ELECTRICIAN HELPER	11510	2
ELEVATOR OPERATOR	11520	1
EXPEDITER	11530	1
EXTRACTOR OPERATOR	11540	3
FALLER	11550	3
FAMILY EMPLOYMENT SERVICE	11829	1
FARM WORKER (BEEF)	11580	3
FARM WORKER II	11570	3
FIREMAN HELPER	11590	4
FOOD ASSEMBLER	11600	2
FOREST WORKER II	11608	2
FOREST WORKER III	11609	3
FOREST WORKER IV	11610	4
GARBAGE COLLECTOR	11620	1
GARBAGE COLLECTOR DRIVER	11630	4
GARDEN MANAGER	11640	4
GENERAL CLERK	11650	2
GENERAL MECHANIC	11660	4
GENERAL MECHANIC ASSISTANT	11670	3
GENERAL MECHANIC II	11661	2
GLAZIER	11680	4
GLAZIER ASSISTANT	11690	3



NEW YORK STATE DEPARTMENT OF CORRECTIONAL SERVICES  
LISTING OF ALL TITLES BY DESCRIPTION

TITLE DESCRIPTION	TITLE CODE	TITLE GRADE
GROUPS MAINT. LABORER II	11720	2
GROUPS MAINTENANCE LABORER I	11710	1
GROUPSKEEPER	11700	2
GROUP LDR ASST. (ANY ASSIGN)	11740	3
GROUP LEADER (ANY ASSIGN)	11730	4
GROUP LEADER-COUNTER ATTEND.	11750	4
GROUP LEADER-DINING ROOM	11760	4
GROUP LEADER-LAUNDRY	11770	4
HEAT & AC MECHNIC II	11781	2
HEATING & A/C MECHANIC	11780	4
HORSE HANDLER	11793	4
HORTICULTURAL WORKER	11790	3
HORTICULTURE WORKER II	11791	2
HOSPICE AIDE	11505	4
HOSPITAL ATTENDANCE ASSISTANT	11810	2
HOSPITAL ATTENDANT	11800	3
HOSPITAL PORTER	11820	2
ICP/IDDT PARTICIPANT	11732	2
INDUSTRIES WORKER I	02010	1
INDUSTRIES WORKER II	02020	2
INDUSTRIES WORKER III	02030	3
INDUSTRIES WORKER IV	02040	4
INDUSTRIES WORKER V	02050	5
INFANT CARE GIVER	11828	2
INMATE MOBILITY ASSISTANT 1	11808	3
INMATE MOBILITY ASSISTANT 2	11809	4
INMATE PROGRAM ASSOC	11917	4
INTEGRATED DUAL DISORDER TX	11729	2
INTENSIVE ASAT PARTICIPANT	11219	2
INTERPRETER	11841	4
INTERPRETER AIDE	11840	3
INTERPRETER V	11842	5
KITCHEN HELPER	11850	2
LANDSCAPE LABORER	11860	2
LAUNDRY LABORER	11870	1
LAUNDRY OPERATOR	11880	2
LAUNDRY SORTER	11890	1
LAUNDRY WORKER	11900	3
LEGAL GENERAL CLERK	11910	3
LIMBER	11930	3
MACHINE WASHER (LAUNDRY)	11940	3
MACHINIST	11950	4
MACHINIST ASSISTANT	11960	3
MACHINIST II	11961	2
MAINTENANCE HELPER	11970	2
MAINTENANCE LABORER I	11980	1
MAINTENANCE LABORER II	11990	2
MAINTENANCE REPAIRER	11105	3
MAINTENANCE UTILITY WORKER	11101	2
MANGLER OPERATOR	11201	3



NEW YORK STATE DEPARTMENT OF CORRECTIONAL SERVICES  
LISTING OF ALL TITLES BY DESCRIPTION

TITLE DESCRIPTION	TITLE CODE	TITLE GRADE
MASON	11301	4
MASON ASSISTANT	11401	3
MASON HELPER	11402	2
MAT PARTICIPANT	11611	2
NURSE AIDE	11501	4
NURSERY SCHOOL ATTENDANT	11601	3
NURSES AIDE-P.S.U.	11701	4
OC INDUSTRIES I	02060	1
OC INDUSTRIES II	02070	2
OC INDUSTRIES III	02080	3
OC INDUSTRIES IV	02090	4
OC INDUSTRIES V	02100	5
OFFICE HELPER	11801	2
OMH SOP PARTICIPANT II	11621	2
OUTSIDE CLEARANCE I	11055	1
OUTSIDE CLEARANCE II	11051	2
OUTSIDE CLEARANCE III	11052	3
OUTSIDE CLEARANCE IV	11053	4
OUTSIDE CLEARANCE V	11054	5
PAINTER	11901	4
PAINTER ASSISTANT	11011	3
PAINTER HELPER	11111	2
PANTRY PERSON	11211	2
PAPER CUTTER	11311	3
PARALEGAL ASSISTANT	11411	4
PARTICIPANT I	11721	1
PARTICIPANT II	11717	2
PARTICIPANT III	11716	3
PEER SUPPORTER	11260	4
PELL STUDENT	11217	2
PHASE I TS	11831	1
PHASE II CBT	11837	2
PHASE II CBT FEMALE	11839	2
PHASE II CBT-MH	11843	2
PHASE II TS CORE	11832	2
PHASE III TS ADV ASSESSMENT	11833	2
PHASE IV TS TRANSITION	11834	4
PHASE 4 T/S VERA PROJECT	11835	4
PHOTOGRAPHER	11711	4
PLUMBER	11811	4
PLUMBER ASSISTANT	11911	3
PLUMBER HELPER	11012	2
POOL TABLE REPAIRMAN	11112	3
PORTER I	11212	1
PORTER II	11312	2
POULTRY FARM WORKER	11412	3
PRE-SOP PARTICIPANT	11722	1
PRINTER	11712	3
PROGRAM AIDE I	11812	3
PROGRAM AIDE II	11912	4

NEW YORK STATE DEPARTMENT OF CORRECTIONAL SERVICES  
LISTING OF ALL TITLES BY DESCRIPTION

TITLE DESCRIPTION	TITLE CODE	TITLE GRADE
PROJECTIONIST	11013	4
PUBLIC ADDRESS SERVICER	11113	4
PUBLIC ADDRESS SERVICER ASST.	11213	3
PUPPY HANDLER/ALTERNATE	11795	2
RECREATION AIDE	11313	2
RECYCLING PORTER	11631	1
RECYCLING PORTER II	11632	2
REFRIGERATION MECH II	11418	2
REFRIGERATION MECHANIC	11413	4
REGIONAL REENTRY PARTICPNT III	11838	3
RMHU/IDDT	11634	2
RMHU/IDDT PRE-TX PARTICIPANT	11636	1
RMU/ASAT PARTICIPANT	11736	2
RTF ASSIGNMENT	11851	5
RTF COMM PROJECT PARTICIPANT	11847	5
RTF DISCIPLINARY	11849	1
RTF REFUSAL	11848	1
RTF THERAPEUTIC PARTICIPANT	11845	5
RTF TRANSITIONAL PARTICIPANT	11846	5
RUNNER	11513	2
SALVAGE LABORER	11817	3
SALVAGE LABORER II	11816	2
SALVAGE LABORER III	11916	3
SAWMILL WORKER INSIDE	11613	1
SAWMILL WORKER OUTSIDE	11713	2
SDU/ASAT PARTICIPANT	11734	2
SEWAGE-DISPOSAL WORKER	11813	3
SEWING MACHINE OPERATOR	11913	3
SEWING MACHINE OPERATOR ASST.	11014	2
SHEET SHAKER	11114	1
SHU GTP PARTICIPANT	11626	2
SIGN-MAKER	11214	2
SIGN-MAKER, PAINTER	11314	2
SMALL ENGINE MECHANIC	11271	4
SMALL ENGINE MECHANIC II	11272	2
SNU/ASAT PARTICIPANT	11733	2
SOP PARTICIPANT II	11625	2
SPECIAL ASSIGNMENT	11098	5
SPECIAL EDUCATION	11096	2
STABLE ATTENDENT	11414	3
STEAM FITTER II	11518	2
STEAMFITTER	11514	4
STEAMFITTER ASSISTANT	11614	3
STORES LABORER I	11714	1
STORES LABORER II	11814	2
STUDENT	11099	2
STUDENT - CODE 40	11210	2
STUDENT-VOC LICENSE PROGRAM	11511	3
STUDENT-VOCATIONAL APPRENTICE	11512	3
SUB ABUSE THERAPEUTIC PART III	11612	3



NEW YORK STATE DEPARTMENT OF CORRECTIONAL SERVICES  
LISTING OF ALL TITLES BY DESCRIPTION

TITLE DESCRIPTION	TITLE CODE	TITLE GRADE
SURVIVOR/CASAT PARTICIPANT	11725	3
TAILOR (ALTERATION)	11914	4
TARP	11836	2
TAXI DRIVER	11015	4
TBU THERAPEUTIC PARTICIPANT II	11628	2
TBU/IDDT	11633	2
TBU/IDDT PRE-TX PARTICIPANT	11635	1
TEACHER AIDE	11115	4
TECHNOLOGY PARTICIPANT	11095	2
THERAPEUTIC PARTICIPANT I	11615	1
THERAPEUTIC PARTICIPANT II	11616	2
THERAPEUTIC PARTICIPANT III	11617	3
THERAPEUTIC PARTICIPANT IV	11618	4
TINSMITH	11215	4
TOOL CLERK	11315	3
TOOL SHARPENER	11415	2
TR-ICP PARTICIPANT	11627	2
TRACTOR DRIVER	11515	4
TRACTOR SKIDDER	11517	4
TRAUMA PARTICIPANT	11726	2
TRI-SNU PARTICIPANT	11639	2
TRUCK DRIVER	11715	4
TYPESETTER	11815	4
UMPIRE	11915	3
VIDEO ASSISTANT	11017	3
VIDEO MAN	11016	4
WELDER	11116	4
WELDER ASSISTANT	11216	3
WELDER HELPER	11118	2
WINDOW CLEANER	11316	2
WOMENS PRISON ASSOC MENTORING	11844	2
WOOD SPLITTER	11416	3

## **OFFENDER PAY**

### **Offender Payroll Standards**

The offender payroll standards are set by Directive #4802 - Inmate Payroll Standards. The directive standardizes terminology in relation to offender payroll and establishes the guidelines for payment of offender wages. This document is a resource for answering most offender questions pertaining to wages. It is recommended that all personnel involved in the programming of offender familiarize themselves with the contents of this directive.

### **Offender Pay Scale (non Industry)**

Grade 1	Step 1	\$ . 1000	
	Step 2	\$ . 1167	
	Step 3	\$ . 1333	Longevity step 2+ yrs.
Grade 2	Step 1	\$ . 1583	
	Step 2	\$ . 1750	
Grade 3	Step 1	\$ . 2000	
	Step 2	\$ . 2167	
Grade 4	Step 1	\$ . 2416	
	Step 2	\$ . 2583	
Grade 5	Step 1	\$ . 3333	

Grade 5 is a flat rate of \$2.00 per day with no incremental steps. A facility can have one grade 5 for every 300 inmates or fraction thereof. The appointment of offenders to a grade 5 position requires the approval of the Superintendent or their designee.

See appendix for the Industries Inmate Wage Plan and the Food Service Incentive Wage Program.