

OKLAHOMA CORRECTIONAL INDUSTRIES PAY REPORT

Pay Period _____ TO: _____
Name _____
DOC# _____

INDUSTRY _____
PAY GRADE _____
TASK _____

1 ATTENDANCE

- _____ 0 absent 4 days or more days
- _____ 2 Absent 3 days
- _____ 3 Absent 2 days
- _____ 4 Absent 1 day
- _____ 5 No Absence

2 ATTITUDE

- _____ 0 Unacceptable
- _____ 2 Requires Constant Supervision
- _____ 5 Generally Follows Directions
- _____ 7 Follows Orders Well
- _____ 9 Always Cooperative

3 INITIATIVE

- _____ 0 Unacceptable
- _____ 2 Marginal
- _____ 4 Improving Skills
- _____ 8 Meets Expectations
- _____ 10 Seeks Responsibility

4 CARE OF AREA, EQUIPMENT & MATERIALS

- _____ 0 Unacceptable
- _____ 2 Marginal
- _____ 4 Fair (Improvement Needed)
- _____ 6 Demonstrates Good Work Habits
- _____ 8 Takes Pride In Area/Task

5 QUALITY OF WORK

- _____ 0 Unacceptable
- _____ 4 Fair (Improvement Needed)
- _____ 8 Fulfills Requirements
- _____ 10 Above Average
- _____ 12 Exceptional

6 QUANTITY OF WORK

- _____ 0 Unacceptable
- _____ 2 Marginal
- _____ 4 Acceptable
- _____ 6 Exceeds Experience

TOTAL POINTS _____

COMMENTS _____

Signature of Supervisor

Signature of Reviewer

PAY PER HOUR \$ _____ x Hours Worked _____ =

TOTAL MONTHS PAY \$ _____ Draw \$ _____

White -Records Office
Yellow -Superintendent File
Pink -Inmate

See back of page for pay schedule

OKLAHOMA CORRECTIONAL INDUSTRIES**PAY PER HOUR**

GRADE	0 – 14 POINTS	15 – 29 POINTS	30 – 43 POINTS	44 – 50 POINTS
1	20¢	20¢	20¢	20¢
2	20¢	24¢	26¢	30¢
3	20¢	28¢	35¢	40¢
4	20¢	40¢	45¢	50¢
5	20¢	50¢	55¢	60¢

POINTS	DESCRIPTION OF WORK PERFORMANCE
44 - 50	This rating is for those workers who are exceptional in their work.
30 - 43	This rating is for those workers who display considerable initiative, who are always reliable and their work is consistently high in quality and quantity.
15 - 29	This rating is for those workers who may be satisfactory at times, but improvement would be desirable in some criteria.
0 - 14	This rating is for those workers who are not performing up to expectations.