

5.2.11 Institutional Worker Supervision Pay

(a) Policy

California Correctional Health Care Services (CCHCS) and Division of Health Care Services, California Department of Corrections and Rehabilitation (CDCR) shall uniformly and consistently apply the Institutional Worker Supervision Pay (IWSP) Differential program, as set forth in the CalHR [Pay Differential 67 Institutional Worker Supervision Pay \(IWSP\) Differential](#). Institutional worker supervision shall include “active supervision of the conduct and work” including, but not limited to, on-the-job training and work performance evaluations of at least two inmate-workers who substantially replace civil service employees for a total of 173 or 120 hours per pay period.

(b) Eligibility Criteria

Designated rank and file employees in the Bargaining Units (BU) listed below and the excluded classifications aligned with those BUs are eligible to receive the IWSP Differential if they meet any of the following criteria:

(1) Bargaining Unit Criteria

- (A) BU R01, R19, S01, and S19 only: Employees must have regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmate-workers who substantially replace civil service employees for a total of at least 173 hours per pay period.
- (B) BU R04, R15, S04, S15, and S17 only: Effective April 1, 2017, employees must have regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmate-workers who substantially replace civil service employees for a total of at least 120 hours per pay period.
 - 1. The pay differential shall only be included in overtime calculations for Fair Labor Standards Act eligible classes.
 - 2. The pay differential shall not be included to calculate Nonindustrial Disability Insurance or lump-sum vacation, sick leave, and excess hours due to fluctuating work schedules.
- (C) This pay differential may also apply to employees having direct supervisory responsibility over incumbents who meet the conditions stated in Sections (b)(1)(A) and (B) above.
- (D) Employees in all BUs listed above shall have a valid and approved STD. 610, Health Questionnaire (With Physician’s Report), on file in accordance with the Personnel Management Policy Procedures Manual, Section 375 (Medical Clearance).

(2) Movement to Another Classification

Upon movement to another classification in State service, whether through promotion or transfer, employees receiving IWSP shall move from their IWSP combined salary rate (base salary plus IWSP) to compute the appointment rate.

(c) Institutional Worker Supervision Procedures

(1) Initial Institutional Worker Supervision Pay Request

The initial IWSP Differential request and supporting documentation must be submitted to the appropriate Regional Human Resources Field Liaison (RHRFL) by the supervisor of the employee requesting IWSP Differential. The request consists of the following documents and is maintained in the employee’s Official Personnel File (OPF) under the pay history section:

- (A) Approved STD. 610 (placed in a sealed envelope at the back of the OPF).
- (B) Employee Duty Statement reflecting direct inmate-worker supervision.
- (C) Employee organizational chart reflecting the inmate-worker supervision.
- (D) [CCHCS Supervisor’s Certification of Eligibility for Pay Differential form](#).
- (E) [Inmate Job Description](#).

(2) Roles and Responsibilities

Once an employee has met all criteria and the Regional Human Resources (HR) Manager has approved the IWSP Differential, the following obligations apply:

- (A) Each employee participating in the IWSP Differential program shall:
 - 1. Be aware of IWSP Differential program requirements.
 - 2. Maintain current and updated [Inmate Job Descriptions](#).
 - 3. Provide inmate-workers on-the-job training.
 - 4. Notify the appropriate custody staff when an inmate-worker does not appear for work.
 - 5. Review and sign inmate-worker timesheets.
 - 6. Ensure that all required monthly documentation is completed.

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7. Notify his/her supervisor/Institutional Personnel Office when no longer eligible for IWSP Differential (Refer to Section (b) Eligibility Criteria).
8. Maintain inmate-worker work performance evaluations.
9. Retain copies of all documentation pursuant to CDCR Department Operations Manual (DOM), Section 13030.32, Retention and Destruction of Personnel Information.

(B) Each manager/supervisor shall:

1. Become familiar with IWSP Differential program requirements.
2. Review the [Inmate Job Description](#) to ensure it includes duties and responsibilities which substantially replace the duties and responsibilities of a civil service employee.
3. Review the CDCR 998-A, Employee's Record of Attendance.
4. Review the CDCR 1697, Inmate Work Supervisor's Time Log, to ensure the employee meets the criteria.
5. Complete a Monthly IWSP Certification form for employees each pay period. The Monthly IWSP Certification form is available at the Institutional Personnel Office.
6. Submit the completed Monthly IWSP Certification form with the employee's CDCR 998-A and CDCR 1697 to the Institutional Personnel Office by the third work day of the following pay period.
7. Immediately notify the RHRFL and Institutional Personnel Officer (IPO) using the Monthly IWSP Certification form when the employee is no longer eligible for IWSP Differential.

(C) BU 15 Food Administrators shall certify that Food Service Operations staff meet IWSP Differential criteria by using the Monthly IWSP Certification form and attaching an STD. 671, Miscellaneous Payroll/Leave Actions form listing all eligible employees.

(D) It is the responsibility of the IPO or designee to:

1. Review the employee's CDCR 998-A, Monthly IWSP Certification form, and CDCR 1697(s) to confirm eligibility requirements have been met. Upon verification, sign the Monthly IWSP Certification form.
2. Notify the employee in writing by the fifth work day of each month if he/she is no longer eligible to receive IWSP Differential.
3. Notify the employee when an IWSP Differential overpayment has occurred and shall be collected in accordance with the appropriate BU Memorandum of Understanding and California Government Code, Section 19838.

(E) The RHRFL shall:

1. Verify the employee has met initial eligibility requirements to receive IWSP Differential.
2. Provide the IWSP Differential pay request documentation approved by the Regional HR Manager to the Institutional Personnel Office.
3. Retain copies of the request and all supporting documentation pursuant to CDCR DOM, Section 13030.32, Retention and Destruction of Personnel Information.

(d) Institutional Worker Supervision Pay Audits

(1) Quarterly Regional Audits

(A) The Regional Human Resources Office (RHRO) shall:

1. Conduct quarterly internal IWSP program audits.
2. Document findings of non-compliance and coordinate with Institutional Personnel Office staff to ensure any IWSP salary overpayments identified as part of the audit are established and collected.
3. Maintain a Quarterly IWSP Audit Log in the RHRO for a period of three years.

(2) Annual Audits

CDCR HR may conduct an annual audit of the IWSP Program.

(3) Audit Results

CCHCS RHRO shall:

- (A) Request the audit results from the RHRFL for health care employees to track and confirm compliance with policy.
- (B) Work with Institutional Personnel Office staff to ensure any IWSP salary overpayments identified as part of the audit are established and collected.
- (C) Document findings of non-compliance and conduct on-the-job-training for staff on identified errors.

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Links

- California Department of Human Resources:
<http://www.calhr.ca.gov/state-hr-professionals/pages/pay-differentials.aspx>
- California Department of Corrections and Rehabilitation:
<http://intranet/FormsPortal/Pages/default.aspx>
- Department of General Services:
<https://www.dgsapps.dgs.ca.gov/StatewideFormsWeb/Forms.aspx>

References

- California Government Code, Title 2, Division 5, Part 2.6, Chapter 2, Article 3, Section 19838
- California Department of Corrections and Rehabilitation, Department Operations Manual, Chapter 1, Article 15, Information Practices, Section 13030.32, Retention and Destruction of Personnel Information
- California Department of Corrections and Rehabilitation, Personnel Information Bulletin 2017-003, Annual Audit for Institutional Workers Supervision Pay
- Department of Human Resources, Pay Differential 67 for Bargaining Units 1, 4, 15, 19, and Excluded Employees
- Memorandums of Understanding 7.2.16 - 4.1.20 Agreements for Bargaining Units 1, 4, 15, and 19
- Personnel Management Policy Procedures Manual, Section 375, Medical Clearances

Revision History

Effective: 10/2018

Reviewed: 01/2020