

OKLAHOMA CORRECTIONAL INDUSTRIES PAY REPORT

Pay Period \_\_\_\_\_ TO: \_\_\_\_\_  
Name \_\_\_\_\_  
ODOC# \_\_\_\_\_

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	\$0.30	\$0.30	\$0.30	\$0.30
2	\$0.30	\$0.34	\$0.36	\$0.40
3	\$0.30	\$0.38	\$0.45	\$0.50
4	\$0.30	\$0.50	\$0.55	\$0.60
5	\$0.30	\$0.60	\$0.65	\$0.70
6	\$0.30	\$0.70	\$0.75	\$0.90

**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 is desirable in some criteria.
- 0 - 14                        This rating is for those workers who are not performing up to expectations.