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PRISONER INCENTIVE ALLOWANCE FRAMEWORK

Class	Zero		One	Two	Three	Four	Five	Six
Category	Refused Work or Programmes (2)	Removed from Work or Programmes (3)	Sick (4) or Unemployed (5)	Initial (6)	Average	Senior (7)	Advanced (8)	Programme/Study Allowance (9)
Assessment Criteria	Prisoner is able to work but refuses to take position offered or Prisoner is requested to attend programmes but refuses to participate	Prisoner is removed from work or programmes because of poor behaviour or performance	Prisoner is available and willing to attend either work or programmes but due to poor health, or unavailability of work or programmes is unable to comply	Entry allowance for employed prisoners who are not assessed or who are assessed with one or more seldom's	Prisoners with assessed work habits as follows: "usually and/or always" ceeds 18 ticks	Prisoners with assessed work habits as follows: "always"= 22 ticks with high skill and/or responsibility'	Prisoners working in CIE industries who demonstrate exemplary performance, work skill, behaviour, and qualification	Prisoners who attend programmes in accordance with their IOM Sentence Plan. Prisoners who are involved in fulltime study to further their educational or work skill qualifications
Allowance	0.00		\$2.70 / wk or \$0.09 / hr to 30 hrs/wk (when only part week worked)	\$0.20 per hour	\$0.30 per hour	\$0.40 per hour	\$0.60 per hour	Rate applicable to employment status; if no employment, then rates between class 2 and 4 apply - dependent on meeting assessment criteria

2. To be reviewed weekly to determine if prisoner still refuses work or programme

3. Prisoner removed from all work/programme opportunities for period of not less than two weeks. Other sanctions may be imposed as determined necessary by custodial staff

4. To be reviewed periodically by medical officer to see if prisoner condition improves to allow for employment. Re-skilling may be appropriate

5. To be reviewed weekly by regions to determine if a position becomes available. Re-skilling through study/courses may be appropriate

6. Using the Formative Assessment Tool

7. The allowance ceiling for most prisoners as they improve their work habits and skills

8. Prior approval of CIE Sector Manager required. Prisoner has skills crucial for the success of the industry.

9. Payable to prisoners whether programmes undertaken within work day, or "after work hours" if attendance is in accordance with sentence plan

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➤ Reducing Re-Offending



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Formative Assessment Prisoner Incentive Framework (1.6.1)

Prisoner: _____ **PRN:** _____

Instructor/Supervisor: _____ **Date:** _____

Focus and timeframe for assessment: prisoner's achievements and conduct since last review.

Performance Criteria	Assessment			
The prisoner:	(Tick One)			
	Seldom /never	Occasio nally	Usually	Always
1. Motivation for work: <ul style="list-style-type: none"> • Displays a positive work attitude. • Requests opportunities for work. • Complies with instructions to commence work each day. • Does not complain about requirement to work. • Works steadily throughout working day. 				
2. Timekeeping: <ul style="list-style-type: none"> • Arrives at work within 5 minutes of start time. • Works steadily throughout the day. • Continues working until at least 5 minutes before 'knock off' time. • Starts and ends lunch/tea breaks within 5 mins. of prescribed time. • Displays time keeping and personal presentation, which meet expectations of the specific placement. 				
3. Work-place relationships (co-workers and supervisors): <ul style="list-style-type: none"> • Co-operates satisfactorily with others in the workplace. • Is courteous and respectful towards others in the work place. • Manages conflicts with others without becoming angry/aggressive. • Expresses opinions and feelings appropriately. • Takes due care with others' property. 				
4. Ability to listen and follows instructions: <ul style="list-style-type: none"> • Pays attention when receiving instructions. • Seeks to clarify issues of uncertainty. • Complies satisfactorily with supervisor's instructions. 				
5. Adherence to health and safety: <ul style="list-style-type: none"> • Understands and complies with workplace health and safety rules. • Uses tools and equipment appropriately. • Adheres to general health and safety standards. • Complies with site smoking instructions and notices. 				
Overall rating of progress with objective:	All ticked "always and/or usually" One tick, per work habit in "occasionally" and the rest above Most ticks in "occasionally and none in "seldom" At least one tick in "seldom/never"			Good Acceptable Fair Unsatisfactory
General Comments: <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>				
Discussed with Prisoner: _____ <div style="display: flex; justify-content: space-around; font-size: small; margin-top: 5px;"> (Date) (Prisoner) (Instructor/Supervisor) </div>				
Activity/Unit Manager Approval: _____ Date: _____				
Level 5 Sector Manager Approval: _____ Date: _____				