


U.S. DEPARTMENT OF JUSTICE



Federal Bureau of Prisons

PROGRAM STATEMENT Facilities Inmate Work and Performance Pay

Approved by	 William K. Marshall III Director, Federal Bureau of Prisons
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1. PURPOSE AND SCOPE

This program statement establishes an inmate pay program specifically for the Facilities Department. The intent is to create competitive compensation for inmates working on Buildings & Facilities (B&F) projects and other maintenance work throughout the institution. This program statement applies exclusively to inmates assigned to Facilities-based work programs and aims to incentivize skilled and productive labor, contributing to institutional maintenance and improvements.

a. Program Objectives

- Provides competitive performance pay rates for inmates assigned to the Facilities Department work programs to attract and retain skilled labor.
- Enhances inmate engagement by linking compensation to work performance and job grade.
- Supports the institution's mission by promoting the timely completion of maintenance, repair, and improvement projects.
- Offers inmates opportunities to develop valuable job skills and a strong work ethic.
- Reduces inmate idleness and disciplinary issues related to inactivity.
- Achieves institutional cost savings through the utilization of inmate labor on B&F projects.

b. **Institution Supplement.** None required.

2. FUNDING AND PAY RATES

The Facilities Management Branch will establish dedicated Facilities pay funds in the Trust Fund Payroll Accounting for Inmate Details system (TRUPAID), separate from the Inmate Performance Pay (IPP) fund, to manage inmate compensation for B&F projects and other maintenance work throughout the institution. These funds will be supported by Salaries and Expenditures (S&E) and Buildings & Facilities (B&F) budgets.

The Chief, Facilities Management Branch will issue an Operations Memorandum (OM) announcing the hourly performance pay rates annually. These rates will remain in effect until superseded by a new OM.

3. JOB ASSIGNMENT

The inmate's unit team in collaboration with the Facilities Manager make facilities work assignment selections. Qualified inmates will receive a job assignment after interviewing with the Facilities Manager or designee to ensure the inmate has the skill set and knowledge for a specific job assignment.

4. JOB GRADE DESCRIPTIONS

Inmate job assignments within the Facilities Department work program are classified into four pay grades based on skill level, responsibility, supervision requirements, and impact on institutional operations. The pay grades descriptions are defined as follows:

a. **Grade 1 – Master Trades Worker**

- Description: Expert with extensive experience and mastery of a specific trade or craft within the Facilities operations (e.g., plumbing, electrical, carpentry, Heating, Ventilation, and Air Conditioning (HVAC))
- Responsibilities:
 - Lead complex projects and provide technical guidance to lower-grade workers.
 - Train and mentor inmates assigned at lower grade levels under staff supervision.
 - Ensure compliance with quality standards, safety regulations, and project specifications.
 - Solve advanced problems and make critical decisions related to construction and trade projects.
 - Coordinate with staff supervisors and report progress or issues proactively.
- Supervision Level: Minimal supervision; expected to work independently and lead others.
- Impact: Institution-wide impact through leadership and ensuring quality of work in critical trades.

b. Grade 2 – Trade Specialist

- Description: Skilled trades worker proficient in assigned tasks but still developing mastery and leadership skills.
- Responsibilities:
 - Perform skilled trade tasks with efficiency and accuracy.
 - Assist master trade workers in training and mentoring apprentices.
 - Follow established procedures and safety protocols consistently.
 - Identify issues or potential improvements and report them to staff supervisors.
- Supervision Level: Moderate supervision; expected to perform independently but seek guidance when needed.
- Impact: Contributes significantly to project completion and quality; supports leadership roles.

c. Grade 3 – Skilled Helper

- Description: Inmate receiving training and developing foundational skills in a trade or Facilities assignment.
- Responsibilities:
 - Perform work assignments under close supervision.
 - Learn trade skills and safety procedures through hands-on experience and instruction.
 - Demonstrate willingness to learn and adhere to workplace rules.
 - Participate in on-the-job training and complete any required progress evaluations.
- Supervision Level: Close supervision and ongoing instruction required.
- Impact: Supports skilled workers by performing assigned tasks and building capability for advancement.

d. Grade 4 – Laborer

- Description: Performs basic manual tasks requiring minimal skill and experience, essential to supporting Facilities operations.
- Responsibilities:
 - Conduct general labor such as cleaning, moving materials, assisting trades workers, and performing routine maintenance support.
 - Follow all safety instructions and work diligently to complete assigned tasks.
 - Maintain work areas and tools in a safe and orderly manner.
 - Report any safety hazards or operational issues to staff supervisors promptly.
- Supervision Level: Close supervision required.
- Impact: Provides essential support to ensure the smooth operation of Facilities projects and tasks.

5. **§ 545.24 Inmate work conditions.**

(a) The scheduled work day for an inmate in a federal institution ordinarily consists of a minimum of seven hours.

- The standard workday is a minimum of seven hours.

(b) An inmate is expected to report to the place of assignment at the required time. An inmate may not leave an assignment without permission.

- Inmates must report punctually and remain at their assignment unless authorized otherwise.

(c) An inmate, regardless of assignment, is expected to perform all assigned tasks diligently and conscientiously. Disciplinary action may be taken against an inmate who refuses to work, who otherwise evades attendance and performance standards in assigned activities, or who encourages others to do so.

- All inmates are expected to perform assigned tasks diligently and conscientiously. Refusal to work or evasion of duties may result in disciplinary action.

(d) Work, vocational, and education programs are to meet the appropriate minimum standards for health and safety. Safety equipment is to be available where needed.

- Work programs will comply with applicable health and safety standards. Appropriate safety equipment will be provided where required.
- Qualified staff, including work supervisors and an Occupational and Health Department representative, will conduct health and safety inspections, refer to the Program Statement **National Occupational Safety and Health Policy**.

(e) An inmate is expected to perform the work assignment in a safe manner, using safety equipment as instructed by the work supervisor. In the event of any work related injury, the inmate shall notify the work supervisor so that appropriate action (for example, medical attention, and submission of necessary reports) may be taken.

- Work supervisors and inmate workers will comply with the Program Statement **National Occupational Safety and Health Policy**, as well as the institution's written plans and programs as it pertains to occupational safety and health. Safety equipment and Personal Protective Equipment (PPE) are to be made available where needed by the Facilities Department.
- Inmates must follow all safety instructions and immediately report any work-related injuries to supervisors.

- All health and safety requirements, including safety training, the use of safety equipment, work conditions, and injury reporting, ensure awareness of occupational safety and health responsibilities. See the Program Statement **National Occupational Safety and Health Policy**.
- 6. **§ 545.25 Eligibility for performance pay.**
 - (a) An inmate may receive performance pay for accomplishments in one or more of the following areas:
 - (1) Institution work assignment;
 - (2) Literacy program (GED) participation;
 - (3) Apprenticeship training; and
 - (4) Vocational training courses (approved by the Bureau of Prisons as certified vocational training instruction).
 - (b) An inmate is eligible for performance pay from the date of work or program assignment. An inmate is eligible to receive performance pay for each month that the inmate's performance justifies such payment.
 - Inmates assigned to Facilities-based work programs may be eligible for performance pay based on satisfactory work performance.
 - Work supervisors will accurately record inmate hours on the BP-A0575, Performance Pay Daily Record – Inmate form.
 - Performance pay will only be awarded for hours actively worked or for active participation in assigned programs. Absences (e.g. visits, sick call) will reduce payable hours accordingly.
 - (c) An inmate who refuses to participate in the financial responsibility program shall not ordinarily receive performance pay above the maintenance pay level, or bonus pay, or vacation pay in accordance with [28 CFR part 545, subpart B](#).
 - (d) An inmate who refuses participation, withdraws, is expelled, or otherwise fails attendance requirements of the drug abuse education course or the RDAP is subject to the limitations specified in [§ 550.51\(e\)](#) or [§ 550.53\(g\)](#) of this chapter.
 - In accordance with the Program Statement **Financial Responsibility Program, Inmate**, an inmate's refusal to participate in the Inmate Financial Responsibility Program (IFRP) generally precludes eligibility for pay above the maintenance level, including bonus pay.
 - (e) Inmates receiving performance pay who are found through the disciplinary process ([part 541 of this subchapter](#)) to have committed a level 100 or 200 series drug- or alcohol-related

prohibited act will automatically have their performance pay reduced to maintenance pay level and will be removed from any assigned work detail outside the secure perimeter of the institution. This reduction to maintenance pay level, and removal from assigned work detail outside the secure perimeter of the institution, will ordinarily remain in effect for one year, unless otherwise authorized by the Warden.

- Inmates found guilty through disciplinary processes of 100 or 200 series related offenses will have performance pay reduced to maintenance level for one year and be removed from work details.

7. PERFORMANCE PAY PROVISIONS, BONUS PAY, SPECIAL BONUS PAY

§ 545.26 Performance pay provisions.

(e) Work evaluation.

(1) At the end of each month the work detail/program supervisor shall compute the hours worked by the inmate and the pay to be awarded for that month.

(2) An inmate shall receive performance pay only for those hours during which the inmate is actively participating in a work assignment or an education/vocational program.

(3) The work detail/program supervisor shall rate the inmate's performance in each of several categories on a monthly basis when the inmate's work performance is average or below average or on a quarterly basis when the inmate's work performance is above average. For example, an inmate may be rated in such categories as quality of work, quantity of work, initiative, ability to learn, dependability, response to supervision and instruction, safety and care of equipment, ability to work with others, and overall job proficiency. Any exception to the work performance evaluation procedures cited in this paragraph requires approval of the Assistant Director, Correctional Programs Division, Central Office. The work detail/program supervisor shall review the evaluation with the inmate. The supervisor shall request that the inmate sign the evaluation form. If the inmate refuses to sign the form, the supervisor shall note this refusal on the evaluation and, if known, the reasons for refusal.

- At the end of each month, the work detail/program supervisor will compute the hours worked by the inmate and the pay to be awarded for that month.
- Supervisors will record monthly or quarterly evaluations using the BP-A0324, Work Performance Rating – Inmate form. Monthly reports are required for inmates performing at average or below.

- Performance ratings will cover categories such as quality of work, quantity, initiative, ability to learn, dependability, response to supervision, safety, teamwork, and overall proficiency.
- The supervisor will review the evaluation with the inmate and request a signature; refusal to sign must be documented with reasons, if known.
- Only inmates demonstrating satisfactory or above performance are eligible for performance pay.
- Pay grades reflect skill, supervision, and institutional impact. Grade 1 is the highest and Grade 4 is the lowest.
- Maintenance Pay is a flat monthly rate and may be used temporarily when overcrowding limits available skilled assignments.
- Supervisors will evaluate inmate work monthly or quarterly depending on performance levels using the BP-A0324, Work Performance Rating – Inmate form.
- Supervisors may recommend bonus pay for exceptional work, up to one-half of the inmate's monthly pay. Bonus pay is subject to the Facility Manager's approval and must include written justification.
- Inmates refusing to participate in the Inmate Financial Responsibility Program (IFRP) are ineligible for bonus pay, in accordance with the Program Statement **Financial Responsibility Program, Inmate**.

(f) Bonus pay. When the supervisor of an inmate worker or program participant believes the inmate has made exceptional accomplishments or appreciably contributed to the work assignment, the supervisor may recommend that the inmate receive a bonus. For example, an inmate who works in excess of the scheduled work day can qualify for bonus pay. Written justification for the bonus request must be forwarded to the Department Head for approval.

- Supervisors may recommend bonus pay for inmates making exceptional accomplishments or contributing appreciably beyond their duties (e.g., working beyond scheduled hours).
- Written justification is required, and approval must come from the Facilities Manager.
- Bonus pay may be awarded at any grade level; however, consistent with the Program Statement **Financial Responsibility Program, Inmate**, it is generally withheld from inmates who refuse to participate in the IFRP.
- Bonus pay cannot exceed one-half of the inmate's monthly pay.

(g) Special bonus pay. An inmate may receive special bonus pay based on the inmate's exceptional work in a temporary job assignment, provided this assignment has been previously identified by the Warden, and approved by the Regional Director, as critical to the institution. When the supervisor of an inmate worker assigned to this temporary job assignment believes the inmate has performed exceptionally well, the supervisor may recommend that the inmate received a special bonus. Written justification for the special bonus request must be forwarded to the Department Head for approval.

- A special bonus may be awarded for exceptional work in temporary critical job assignments, as designated by the Facilities Manager and approved by the Chief, Facilities Management Branch.
- Detail supervisors must submit written justification for approval by the Facilities Manager.
- Inmates cannot receive both bonus pay, and special bonus pay simultaneously.
- Special bonus pay will not exceed the inmate's monthly base pay.
- Positions qualifying for special bonus pay must have institution-wide or system-wide impact or be highly technical.
- Eligibility for special bonus pay is subject to the requirements of the Program Statement **Financial Responsibility Program, Inmate**. Inmates refusing participation in IFRP are generally ineligible for any bonus payments.

8. §545.27 Inmate Vacations

(a) An inmate who has worked full-time for 12 consecutive months on an institution work assignment is eligible to take a five-day paid vacation at the inmate's prevailing hourly rate. A recommendation for an inmate to receive vacation credit is made by the inmate's work supervisor, through the Department Head, to the Unit Team, who shall approve the request if the inmate's work performance qualifies for vacation credit.

(b) Staff shall schedule an inmate's vacation so it is compatible with shop production and administrative support requirements.

(c) The Warden or designee may authorize an inmate to accumulate vacation credit when:

(1) The inmate is transferred to another institution for the benefit of the government or because of the inmate's favorable adjustment (custody reduction); or

(2) The inmate is placed in a new work assignment in the institution for the benefit of the government or institution, rather than solely at the inmate's request or because of the inmate's poor performance or adverse behavior.

Inmates do not have to work on the same work detail for 12 consecutive months to be eligible for a five-day paid vacation.

Ordinarily, an inmate who refuses to participate in the Inmate Financial Responsibility Program will not receive vacation pay.

9. §545.29 Special Awards

(a) Inmates who perform exceptional services not ordinarily a part of the inmate's regular assignment may be granted a special award regardless of the inmate's work or program status. Examples of actions which may result in the inmate being considered for a special award are the following:

(1) An act of heroism.

(2) Voluntary acceptance and satisfactory performance of an unusually hazardous assignment.

(3) An act which protects the lives of employees or inmates, or the property of the United States. (This does not apply to informants.)

(4) Suggestions which result in substantial improvements or cost-savings in institutional programs or operations.

(5) Other exceptionally meritorious or outstanding services consistent with the general character of the preceding cases.

(b) The special award may be given in the form of a monetary payment in addition to any other award (e.g., extra good time) given.

(c) The Warden of each institution is empowered to approve special awards not exceeding \$150. Awards in excess of this amount may not be made unless approved by the Regional Director.

The BP-A576, Monetary Special Award Recommendation - Inmate form and the BP-A390, Extra Good Time Recommendation form will be used respectively when processing monetary special awards.

10. PROCESSING PERFORMANCE PAY

- A monthly list of inmates approved for performance pay will be prepared, including name, register number, hours worked, hourly rate, bonuses, and total amount paid.
- The Facilities Manager will validate pay areas to ensure pay is keyed accurately for all Facilities work details by the detail supervisor.
- The local IPPC will review the list to ensure inmates are not working over 250 hours before pay is processed and certified by the Warden.

- Performance pay is generally posted within 10 business days after the pay period closes.
- All Facilities Department inmate work and performance pay from the Facilities S&E and B&F budgets must be approved by the Chief, Facilities Management Branch.

11. § 545.30 Funds due deceased inmates.

Funds due a deceased inmate for work performed and not yet paid shall be made to a legal representative of the inmate's estate or in accordance with the laws of descent and distribution of the state of the inmate's domicile.

Funds owed to deceased inmates for work performed but unpaid will be paid to legal representatives or according to applicable state laws.

12. § 545.31 Training.

The Warden shall ensure that staff receive training on their roles in, and on the operation of, the work and performance pay program. The Warden shall also ensure that the inmate population is informed of the work and performance pay program, and of the hourly rates paid to inmate workers.

The Facilities Manager will ensure staff receive training on their roles in the work and performance pay program and inmates are informed about the program and pay rates. Staff and inmate safety training will be conducted as required by Program Statement **National Occupational Safety and Health Policy**, ensuring awareness of occupational safety and health responsibilities.

13. ADMINISTRATION AND OVERSIGHT

- The Chief, Facilities Management Branch is responsible for administering the Facilities inmate pay program and approving pay rates.
- Work supervisors ensure accurate work recording and evaluations.
- The Facilities Manager oversees payroll consolidation and approval.
- Unit Management maintains performance pay records in the inmate central file.

REFERENCES

Program Statements

- 1600.14 National Occupational Safety and Health Policy (04/08/2024)
5380.08 Financial Responsibility Program, Inmate (08/15/2005)

Bureau Forms

- BP-A0324 Work Performance Rating – Inmate
BP-A0575 Performance Pay Daily Record – Inmate
BP-A0576 Monetary Special Award Recommendation – Inmate
BP-A0390 Extra Good Time Recommendation

Federal Regulations

- 28 CFR §§ 545.21 -545.31
28 CFR §§ 550.54(e) and 550.56(e)

Records Retention Requirements

Requirements and retention guidance for records and information applicable to this program are available in the Records and Information Disposition Schedule (RIDS) on the Bureau's intranet site.