



**TO: All Concerned**

**FROM: George Miller, Superintendent**

**DATE: July 1, 2021**

**RE: Inmate Food Service Work Assignments**

As Waymart continues to demobilize it is necessary to assign workers to food service. During the last year Waymart's employment office has been more than accomodating with job assignments.

At this time there is an Institutional employment need to re-staff the Food Service Department, with inmate workers. First, we will utilize as many volunteers as possible. If we do not have enough volunteers we will need to go to a non-volunteer list. You will be offered a job in food service, if you refuse you will be issued a misconduct **Class 1. B. #39** "Refusing to work, attend school or attend mandatory programs or encouraging others to do the same". The Shift Commander will refer the misconduct to the Unit Manager for **Informal Resolution**. Within 14 days, you will be provided another opportunity to work in the kitchen, if you refuse you will be issued a misconduct **Class 1. B. #39** "Refusing to work, attend school or attend mandatory programs or encouraging others to do the same". The Shift Commander will refer the misconduct to the **Hearing Exmanier** for review and disposition.

***Please be aware that***, although the Institution will attempt, when feasible to maintain your current employment, and to accommodate your job interests, the operational needs of the facility will take precedence, and you may be selected and required to work in the Food Service Department. This will be necessary to ensure that the facility can continue to provide quality meals in a safe and reliable manner, and if you are among those selected and required work in the kitchen your cooperation in this effort is most appreciated.

For a limited time, those who are drafted for food service work will be paid starting at the rate Class 2 Step D. If you volunteer to remain in the kitchen after 14 days and your work supervisor recommends you. You will be promoted to Class-3, Step D.

In any case, under ADM816, inmates are not guaranteed a specific job, and the institution reserves the right to re-assign inmate jobs based on the needs of the facility

Thank you for your cooperation and understanding during this pandemic.