

## Community Compensation Program – Other Statutory Duties Job Aid

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### Overview

The Department of Corrections has created the Community Compensation Programs to implement 2SSB 5793 – Lived Experience Compensation. This job aid is intended for the chairs of DOC groups to support them in maintaining required attendance documents to support payments to community members.

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### Background

[2SSB 5793](#) – Lived Experience Compensation was enacted during the 2022 Legislative Session. The intent of this legislation is to encourage state agencies to have equitable public policy discussions that include community members directly impacted by that policy and to take steps to remove barriers to their participation. Any part-time board, commission, council, committee, or other similar group established by DOC which functions primarily in an advisory, coordinating, or planning capacity is now considered a class one group. Individuals participating on class one workgroups that meet the eligibility criteria or lived experience or low income are eligible for compensation. Compensation amounts and other guidelines are provided in the Office of Equity’s [Compensation Guidelines](#).

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### Procedure

The chairperson or designee plays a significant role as the primary point-of-contact for community members participating on DOC groups and providing assistance to qualified community members seeking compensation:

A duty of the chairperson is to maintain documentation for Other Statutory Duties that the chairperson has authorized community members to spend completing the work outside the official meeting.

An example of an Other Statutory Duties Log can be located on the Community Compensation Program website on iDOC at: <http://idoc/agency/community/partnership.htm>. This log is sent to Business Services Disbursement Unit to use as documentation to pay the appropriate rate and stipend amount.

**DOCUMENTATION FOR PAYMENT:**

**Other statutory authorized work**

Because other statutory authorized work isn't as straight-forward as meeting attendance, the Chairperson must document what work was authorized outside of meeting and ensure clear communication is made to the community members on the amount of time authorized.

Important considerations to remember are:

- Compensation is limited to \$200/day which is reached for time spent over four hours in a single day.
- Keep track of dates and the associated hours authorized on those days.
- Do not accumulated multiple days into one number. It may exceed the daily compensation maximum limitation.
- Use one of the examples below which are provided for use in Attachment 1.

**Statutory Authorized Work Log – Single member (example)**

<b>Member Name:</b>		<b>Suzie Workgroup Member</b>
<b>Date</b>	<b>Hours Worked</b>	<b>Activity</b>
3/26/2023	2.3	Reviewed DOC Policy ###.### for Workgroup Chairperson
3/27/2023	1	Participated on a TEAM call to discuss feedback on policy.
3/29/2023	2	Internet research on practices of other states, counties, etc.
4/02/2023	.25	Talk to Chairperson on next steps.
Authorized by:		Print:
Date:	4/5/2024	Signature:

In this example Suzie would be paid 6 hours (total 5.55 hours rounded up to next whole number). Because these hours were worked on separate days with no days exceeding 5 hours the compensation is  $\$45 \times 6 = \$270$ .



**Statutory Authorized Work Log – Multiple members (example)**

Workgroup Name: <a href="#">Prison XYZ Lived Experience Workgroup</a>			
Statutory Duties Authorized: <a href="#">Review policy, suggest edits and conduct outreach with others</a>			
Number of Hours Authorized: <a href="#">5 hours total</a>			
Member Name:	Date Worked:	Hours Worked:	Duties worked on:
Suzie S.	4/1/2023	4	Review policy, outlined feedback & edit
Suzie S.	4/2/2023	2	Conducted outreach and had discussions
Carmen	4/1/2023	2	Review policy
William	4/2/2023	3	Review policy work
William	4/2/2023	3	Conducted outreach conversations
Arthur E.	4/3/2023	2	Review policy and provided feedback
Chairperson:	Print: Chairperson for X, Y, Z Committee		
Date: 4/15/2023	Signature: Electronically signed by chairperson		

**Payment for Other Statutory Work:**

In this example, Suzie S. would be paid \$180 for 4/1 and \$90 for 4/2 for a total of \$270. If this was reported on one line, the payment would be limited to the daily limit of \$200.

The Other Statutory Work documentation should be sent to Community Compensation Mailbox [doccommucomppayments@DOC1.WA.GOV](mailto:doccommucomppayments@DOC1.WA.GOV) along with any compensation forms received from community members.

Please address the e-mail subject line:

Workgroup Name – Other Statutory Log – Month, Year

In the example above:

[Prison X,Y,Z Facility Lived Experience- Other Statutory Log – March 2023](#)

For questions, contact the Disbursements Manager, Andrea Rowland, [andrea.rowland@doc1.wa.gov](mailto:andrea.rowland@doc1.wa.gov).

**Change History**

Date	Change History
03/31/2023	New process drafted and finalized.
05/3/2024	Updated names and links