

Work Release Employer Information

HUBER PHONE: 715-361-5180 FAX: 715-361-5159

THIS FORM IS TO BE COMPLETED AND SIGNED BY THE EMPLOYER ONLY!!!

Inmate Name: (please print)	Total Hours Scheduled:	
Employer's Name, Address, and City:	Employer's Phone Number:	
Direct Supervisor's Name:	Employee Pay Date:	Weekly: _____ Bi-weekly: _____ Monthly: _____
Supervisor's Signature:	Date:	

Oneida County Jail Huber/Work Release Guidelines

The following are Huber/Work Release rules for inmates at the Oneida County Jail. Exceptions to the rules are made for exigent circumstances only, and must be approved by the Jail Administrator, or designee.

1. Inmates are permitted release from jail no more than six days in row.
2. Inmates will be permitted no more than twelve(12) hours of release per day. Inmates are restricted to 60 hours of release time per week.
3. Inmates will not be permitted to work the following holidays. These days in are in addition to the inmates normal day in. Exceptions may be made for exigent circumstances if a written request is received from the employer 48 hours in advance of the holiday, and must be approved by the Jail Administrator. The holidays include: New Year's Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, Christmas Day and New Years Eve. **

Rules that apply specifically to work include:

4. Employers must report all absences from the work site to the Oneida County Jail including, any tardiness, sick absences, leaving for appointments, etc.
5. If the inmate is terminated or laid off, the employer must notify the Oneida County Jail staff immediately.
6. Overtime will be permitted only with prior notification to Correctional staff. If an inmate is needed for overtime please call 715-361-5180. Written verification of overtime worked, must be presented by the inmate immediately upon return to the jail (must be on company stationary).
7. No person is allowed to visit an inmate while on the jobsite; this includes lunch periods. Personal phone calls are also prohibited. The employer must notify the Oneida County Jail staff immediately if a nonemployee visits the jobsite for these purposes.
8. The inmate is required to hand in every paystub (for direct deposit) or paycheck w/stub attached for the duration of their stay. The hours paid for will be expected to match the hours scheduled out of the jail.
9. The employer assumes all risks and liabilities for any injury to an inmate while working.

** Huber Inmates may be considered for holiday work, if they meet the following criteria:

1. May not be self employed.
2. A written request from the employer indicating that the inmate is needed for work on the holiday in question must be received at least 48 hours prior to the holiday.

INMATE & EMPLOYER: Read and understand both sides of this form.

All inmates must be at a verifiable work site. **If the nature of the inmate's employment dictates that he/she will be working at numerous work sites, the times and places must be attached to this schedule and Jail staff must be notified when changes to sites are made.** Inmates who are not at the correct site face administrative or disciplinary sanctions that may include suspension of their work release privilege. Travel time will be determined by Oneida County Jail staff; therefore **DO NOT** include travel time as part of the work schedule.

I attest the above information is true and correct. As the authorized supervisor for the above listed inmate, I agree to inform Oneida County Jail staff of any and all absences from the work site.

Signed _____ Date _____
(Work Supervisor)

Title _____ Phone _____

Inmate Signature