



Rusk County Jail
311 Miner Ave E, Ladysmith WI 54848



HUBER Employer Agreement Form

Name of Inmate: _____

Introduction:

An employee of your business has been sentenced to the Rusk County Jail. As part of their sentence, your employee has been granted HUBER release privileges allowing the employee to continue their employment while incarcerated.

For continuing employment to a viable employer, HUBER release rules have been established governing the activities of the HUBER release inmate/employee while out of the jail. While working on the job, your employee continues to be an inmate of the Rusk County Jail and is under the care, custody and control of the Sheriff and must abide by the rules established by the jail.

Employer Requirements

Hours of Employment:

The employer agrees to employ the inmate for a minimum of thirty (30) hours a week in a job that pays appropriate wages based upon the Federal and/or State minimum wage standards. (If the inmate is a student, they must carry at least twelve (12) academic credits per semester at an accredited school or training facility).

The employer understands that HUBER release inmates are permitted to leave the jail only for the actual hours of employment, plus a reasonable amount of time for travel and/or meals if necessary.

The maximum number of hours an inmate may be out of the jail is:

- a) Twelve (12) hours per day (including travel time and meals.)
- b) Six (6) days per week with one day off.
- c) A combined total of not more than sixty (60) hours per week including travel time.
- d) Release hours may only be extended upon approval of the sheriff or his designee.

NOTE: Inmates may not work holidays unless the holiday in question is a normal business day for YOUR business.



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Location of Employment:

The employer understands that HUBER release inmates may not leave Rusk County during their employment, unless prior written approval is obtained from the jail. Any questions for authorization to leave the county must be submitted to the jail in a timely fashion.

Location of Employment Continued:

Inmates are to go directly to their place of employment or work site by the most direct route and return the same way. The employer understands that the inmate is not permitted to be absent from the work site or place of employment without prior authorization from the jail.

Supervision:

The employer agrees to properly supervise the inmate and be aware of the inmate's whereabouts and activities during the hours of employment **and IMMEDIATELY report to the jail** any behavior problems, meetings/lunch breaks with friends at work, tardiness, or **absence from work by the employee.**

Periodically, jail staff will check on a HUBER inmate/employee's location. The employer agrees to allow representatives of the Rusk County Sheriff's Office access to the employee's work site or place of employment for verification of the employee's whereabouts.

The employer understands that any changes in an inmate's employment, work hours, pay days, days off, etc., must be submitted in writing on company letterhead **PRIOR TO ANY CHANGES** for the jail staff to review. This includes working of holidays (New Year's Eve, New Year's Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day) if this is a normal operating business day.

The employer agrees to report all injuries of their employee to the jail on the day of occurrence.

The employer understands that Wisconsin State Statutes require ALL monies earned by the employee **be submitted to the jail for deposit into their inmate Huber account.** This includes check stubs, report of earnings, or any other wage verification forms. Failure to do so will result in the employee not being able to work until those funds and pay/check stubs are received.



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Alcohol and/or Drugs:

The employer understands that the possession or consumption of alcoholic beverages and/or illicit drugs or other contraband (including prescription or nonprescription medications not authorized by the jail nurse) is prohibited by Huber release inmates. Alcohol and drug screens are conducted prior to initial Huber release and periodically at random times during an inmate's incarceration. Any Huber release inmate that fails the alcohol or drug screen cannot be released for work and may be subject to disciplinary action and/or criminal prosecution.

Suspension of Huber Release Privileges:

The employer understands that any failure on part of the employer to follow the Huber release rules and jail rules or a disregard for the Huber release requirements by the employer may subject the Huber release inmate/employee to a suspension and/or termination of their Huber release privileges. Any Huber release inmate/employee failing to comply with the Huber release rules and jail rules will result in suspension and/or termination of their Huber release privileges.

Conclusion:

The employer understands that the rules and guidelines do not constitute the complete legal obligations or requirements of the Huber release inmate/employee or the Rusk County Jail. The jail may amend or revise the jail Huber rules as the need requires and is under no obligation. Any questions should be directed to the on-duty jailer or jail supervisor at the Rusk County Jail.

Any employer with questions, concerns or needing clarification on any of the Huber release rules and regulations should please call the following number for clarification: **715-532-2200**.

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**Acknowledgment of the Rusk County Jail's
 HUBER Employer Agreement Form**

I have received, read and understand the Rusk County Jail's Huber Employer Agreement Form and Huber release rules and regulations. By signing below, I agree to follow the Huber Release Rules and follow all Wisconsin Statutes, City or County Ordinances pertaining to those rules as an employer. I understand that if I do not, that my employee's Huber privileges may be suspended or revoked.

If you refuse to sign this notice your employee's Huber Privileges will not be approved.

 Company Name

 Company Phone #

 Supervisor's Name (Print)

 Supervisor's Phone #

 Supervisor's Signature

 Date

**Return only signature portion (this page) of
 Employer Agreement Form with your
 employee's Huber paperwork.
 (Please keep the first three pages for your reference.)**