

IDAHO DEPARTMENT OF CORRECTION

Employer Guidelines

Employer Business Name: _____

Community Reentry Center (CRC) or Facility: _____

Contact Information: _____

Employment Coordinator: _____

As an employer hiring residents who are regulated by policy of the Idaho Department of Correction (IDOC), you may have questions. The employment coordinator (EC) or designee is the direct contact between you and your employee. Also, security staff at the facility is on duty 24 hours a day to assist you. Residents are nearing their release from incarceration and participate in programs designed to benefit them. These programs focus on re-socialization, employment, education, and re-entering back into the community. By employing IDOC residents, you also play an important role in their success.

1. The resident must be supervised at all times by a supervisor. If for any reason an emergency arises, please give the CRC/facility a phone call advising to pick up the resident.
2. Supervisor(s) name(s) should be given to the EC or designee at the time of the signing these guidelines. If the resident's supervisor changes during the resident's employment, please notify the EC or designee.
3. Residents are required to work a minimum of 32 hours a week; work schedule will not exceed 60 hours per week, and residents cannot work more than 6 days in a row. Any deviation requires the EC or designee approval.
4. Work schedules are determined by your needs and the resident's programming. The supervisor should call the facility for unplanned over time or early pick up **at least 60 minutes in advance**. All other schedule changes should be submitted in writing via the resident, fax, e-mail, or phone call.
5. Based on the work environment, nature of the business, or employment requirements, the terms and conditions of the work schedule may vary by facility. The CRC/facility head or designee will determine the requirements/needs of the facility, employers, and resident accountability; and, outline these requirements to employers for residents on work release.
6. Residents must officially clock-on at the beginning of their scheduled shift and officially clock-off at the end of their scheduled shift. With the exceptions of mandated breaks or lunches, which will not exceed one hour, residents must work "on the clock" the whole duration of their shift; and they are not allowed to work "off the clock" during slow times or in-between shifts.
7. Leaving the approved work site, for any reason, is strictly prohibited. This includes the assigned work or break areas. Any deviation must be approved by the EC or designee. If the resident is missing, employers are asked to immediately notify the CRC/facility.
8. Employment contacts are performed by EC or staff from the CRC/facility. The EC/staff member may periodically request to tour the place of employment to ensure compliance of the resident's agreement and these guidelines; and, may include looking into the resident's personal storage area or employee common areas (for example: lockers, break areas, or storage closets).
9. Transportation is provided by the CRC/facility. Residents are not to ride in, sit in, or operate a vehicle without written permission of the EC or designee. Person(s) transporting a resident must be approved by the EC or designee. The vehicle must be a registered company vehicle and must be fully insured.
10. In case of an emergency, call 911 or transport the resident to a medical facility and notify the CRC/facility. If the emergency is not of a critical nature, please contact the CRC/facility for instructions. Please have the resident fill out all applicable accident paperwork and send a copy of the paperwork/workers' compensation forms to the CRC/facility.

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11. No visitors or personal phone calls are allowed. A supervisor should initiate telephone contact with the CRC/facility. Use of electronic devices and social media sites must be for work purposes only. Any deviation from this must be approved by the EC or designee.
12. Non-professional relationships are not acceptable. Unsupervised contact with minors will not be allowed.
13. Residents are not allowed to mail letters or packages of a personal nature; nor are they allowed receive personal correspondence while at work. Correspondence includes e-mail and social networking sites.
14. No unauthorized purchases, including payroll deductions, are allowed without prior approval from the EC or designee. Payroll advances are not allowed.
15. Residents are not allowed to receive gifts, contracts, or cash without prior approval from the EC (or designee).
16. Alcohol; tobacco or tobacco products, electronic cigarettes, vapes, smokeless tobacco products, as well as any components or parts/equipment of such products; or, controlled substances in any form are not to be consumed or be in a resident's possession at any time unless prescribed by a physician. Specific guidelines will be discussed with employers where alcohol is sold or served.
17. Addressed, stamped envelopes are provided by the EC or designee to mail a resident's paycheck and original pay stub. You may give a copy of this information to the resident. The paycheck must be mailed to: Idaho Department of Correction, Inmate Accounts, P.O. Box 83720, Boise, ID 83720-0018.
18. If the resident is receiving pay compensation via a Pay Card, then a copy of pay stub/statement needs to be provided to the resident on all pay dates.
19. If the resident is receiving cash tip compensation, all tip money is required to be sent with the resident to the CRC/facility for processing. The EC (or designee) will provide details on this process.
20. Money must not be loaned to any resident, to include food purchases. Lunches are provided by the CRC/facility.
21. If the resident is employed in a sales position that requires obtaining a credit or loan application from a customer, the resident will not participate with handling a completed application. The employer must handle all credit or loan applications and processes for customers.
22. Keys or door codes are not to be given to the resident, nor should he/she have in his/her possession any keys or door codes belonging to the employer, without authorization from the EC or designee.
23. The resident's employment must be in accordance with the state minimum wage laws. Commission, piece pay, and salary wages are allowed as long as they meet the state minimum wage laws. The residents are not allowed to be paid by 1099/Self-Employment.
24. The EC (or designee) will maintain contact with you and other selected representatives. If a question or concern arises, please contact the CRC/facility immediately. We appreciate your positive role modeling, guidance, and encouragement of our resident, which is critical to the resident's future success in the community.

Signature of Employer Representative

Printed Name

Date

Signature of Employment Coordinator

Printed Name

Date