



EMPLOYER GUIDELINES

1. If you offer a resident full-time employment (minimum 40 hours per week), you will be listed as his principal employer. He is obligated to you first. He may work part-time elsewhere only after fulfilling his obligation to you.

A. A resident may change his principal employment for higher pay (minimum .25 per hour raise).

A resident may change his principal employment for a job that utilizes any specific skills that he may have.

Before a resident is allowed to change his principal employment for any reason, a conference will be held with his employer. He will be given an explanation of the reason for the change and be offered an opportunity to match any new offer.

2. The resident is **your employee** and is only supervised by City of Faith Community Correctional Center (COF).

3. Residents must be paid **NO LESS THAN COMPARABLE WAGES**.

4. Wages owed to the resident must be paid by check or money order, issued in his/her name. **PLEASE DO NOT MAKE CHECKS TO CITY OF FAITH. Checks should be mailed or taken directly to COF, including the last check due to a resident.** Cash payments cannot be accepted. Wages should not be given to the resident, especially resident's last paycheck. Paychecks can be mailed to the following address:

**City of Faith, CCC
ATTN: Accounting Department
1511 Jackson St.
Monroe, Louisiana 71202**

5. Do not make any deductions from employee paychecks to satisfy personal business deals or debts. Do not extend any credit, advance pay or enter into any agreement on the sale of any item to resident without authorization from the COF director.
6. Any wages, tips, or other monies which a resident receives from his employer must be turned into COF.
7. If the resident works through any meal, a bag lunch will be provided by COF.
8. If you cannot provide transportation, the resident will be delivered by COF **if possible**. If any changes are made regarding transportation (time or location), notify COF as soon as possible, so we can change our schedule.
9. Residents must report immediately to and return directly from work each day.
10. Employers are required to keep the names, dates, rate of pay and hours worked by COF residents. This information **should** be listed on **one check per employee, per pay period**.
11. Residents may work beyond normal business hours if their employer calls and advises the COF security. **The resident is not allowed to call**. Try to advise as to the approximate time you will be finished working, if possible.
12. Residents must be supervised by their employer or some other designated individual. Residents may be left unsupervised only for short periods.
13. Residents may leave the worksite **if authorized by their employer for a work-related reason**. **Residents may leave the worksite for a lunch break if authorized by both the employer and COF**. **Residents must have approval from COF before leaving the worksite for any other reason**.
14. Residents are not allowed to bring radios or tape players to the worksite. Residents are not allowed cell phones at any time.
15. If you have any problems with a resident's attitude or work performance, contact the employment supervisor at COF who will intervene for you. If the problem cannot be corrected, a replacement will be provided as soon as possible.

16. Residents will not be allowed to work away from COF overnight without first receiving permission from COF Director.
17. The employer should supervise any purchase made by residents and contact COF before any major purchase is made.
18. Residents may drive only if they have a current driver's license. The employer must notify City of Faith if the resident is to drive a company vehicle. At no times is the resident to utilize the company vehicle for personal purposes or as a means of transportation to and from City of Faith.
19. Residents are not allowed to associate with members of the opposite sex unless it is work related.
20. Residents are not allowed to drink alcoholic beverages or use illegal drugs at any time.
21. Residents are not allowed any type of visitation while on the job (family and friends, etc.)
22. Residents are not allowed to make or receive personal phone calls while at work.
23. Any tools needed for the job must be furnished by the employer.
24. Any tools used by residents should be stored at work if possible.
- 25. Residents must be covered by your insurance and/or workman's compensation insurance just as you would any other employee.**
26. Residents will be withdrawn from employment in the event of strike.
27. Staff members from COF may visit the resident's work location at any time. Staff members may also call resident's work location at any time in order to complete job verifications.
28. If a resident becomes ill while at work and the situation does not require emergency attention, contact COF. We will pick up the resident as soon as possible and see that he receives medical Treatment.

29.If a resident becomes ill or is injured at work and needs emergency attention, please transport him/her to the hospital or an appropriate facility as you would any other employee. Contact COF and advise us of the situation as soon as possible.

30.Residents are not allowed to cross the Louisiana state line.

31. Residents may leave Ouachita Parish, but must be back to COF at the appointed time.

32.EMPLOYER: NSF CHECKS WILL NOT BE TOLERATED. IN THE EVENT OF AN NSF, IT IS IMPERATIVE THAT A CASHIERS CHECK IN THE AMOUNT OF THE CHECK, PLUS A \$20.00 NSF FEE BE BROUGHT TO COF, 1511 JACKSON STREET WITHIN 24 HOURS OR WE WILL HAVE NO CHOICE BUT TO PULL THE EMPLOYEE FROM THAT JOB.

If you have any questions regarding these guidelines, contact:

Sharon McCandlish
Job Coordinator
City of Faith Correctional Center
1814 Jackson
Monroe, Louisiana
(318) 387-0029

After reading these employee guidelines please sign, have your new employee sign and return to City of Faith with the resident.

You are welcome to make a copy for your records

RESIDENT SIGNATURE

DATE

EMPLOYER SIGNATURE

DATE

STAFF SIGNATURE

DATE