



## EMPLOYER GUIDELINES

1. If you offer a resident full-time employment (minimum 35 hours per week), you will be listed as his/her principal employer. They are obligated to you first. They may work part-time elsewhere only after fulfilling his obligation to you.
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 (minimum wage)**.
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.**
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 reported on his/her paycheck.
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 resident's case manager. **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 must notify COF when leaving and arriving at all work related locations. Residents must have approval from their case manager 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 unless approved by COF and Federal Bureau of Prisons.
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. 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 time is the resident to utilize the company vehicle for personal purposes or as a means of transportation to and from City of Faith.
18. Residents are not allowed to associate with members of the opposite sex unless it is work related.
19. Residents are not allowed to drink alcoholic beverages or use illegal drugs at any time.
20. Residents are not allowed any type of visitation while on the job (family and friends, etc.)
21. Residents are not allowed to make or receive personal phone calls while at work.

22. Any tools needed for the job must be furnished by the employer unless stated before hiring a COF resident.
23. Any tools used by residents should be stored at work if possible.
24. **Residents must be covered by your insurance and/or workman's compensation insurance just as you would any other employee.**
25. Residents will be withdrawn from employment in the event of strike.
26. 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.
27. 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.
28. 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.
29. **Residents are not allowed to cross state lines without prior approval.**
30. Residents cannot be related to supervisors or owners of the company they work for.
31. Employers are required to withhold Federal and state deductions from COF residents' paychecks just like any other employee.
32. Employer must have a valid tax id number.
33. Employer must be aware of residents' legal status.
34. Employer will not allow resident to work outside of 100 mile radius of COF (150 for Arkansas).

If you have any questions regarding these guidelines, contact:

---

RESIDENT SIGNATURE

---

DATE

---

EMPLOYER SIGNATURE

---

DATE

---

STAFF SIGNATURE

---

DATE