

Employer Huber Information

This information is presented to allow an employer to better understand employees that are working under the huber or work release *privileges* granted by the Court System and administered by the Sheriff of Vilas County.

If a person is granted or allowed Huber or Work Release privileges by the Court, they *can* be allowed to maintain employment while incarcerated at the Jail. The parameters that allow for this continued employment are set by the Sheriff of the County and administered in accordance with his guidelines.

Guidelines established for employment are made to provide for a good deal of accountability while a person is outside the facility exercising their work privilege. With this in mind, the following may assist with understanding why certain parameters need to be met.

Employment

- Hubers need to be accounted for during all time away from the jail.
- Out of County work is extremely limited. All job sites should be within Vilas County unless prior authorization is received.
- They need for their employer to provide a schedule, indicating their hours and work location(s). Contact numbers and persons should be included.
- Employers will need to provide proof that the employee is covered by Workman's Comp Insurance while on the job.
- Any changes in work location need to be approved prior to going, planned (on the schedule) work site changes require that contact be made with the Jail before the change is made. Call the jail and notify the Officer that a change is going to happen. The exact locations and address are needed.
- Hubers may NOT leave the worksite for breaks or meals and may not have visitors, or use the phones without jail approval. Inmate visitation is done at the Jail.
- Schedule changes need to be approved by Staff and need to be requested as early as possible. You may be required to put the change request in writing and fax the request to the jail.

Compensation

The jail will need to be told the rate of pay and when paydays are. Per Statute, the jail will be handling the Huber's money while they are incarcerated and that means that payroll checks from your employee must be turned over to the Jail. The Jail needs to have the pay stub, indicating rates of pay, hours paid, payroll deductions, etc. along with the check. If there is a problem or conflict with this matter, contact the Jail.

Worksite Checks

- As stated, when not incarcerated the Huber is accountable to jail staff at all times.
- Staff may make unannounced on-site checks, random drug testing, random searches, etc. If a Huber Inmate fails to comply, Huber privileges can be terminated.
- The staff making the check will be as discreet as possible.

Questions

Should questions arise regarding anything pertaining to a Huber Inmate or the Huber Program, feel free to contact the on duty Sergeant or Jail Administrator at the Vilas County Jail. Sometimes a quick question can prevent misunderstandings and problems with regards to Huber/work release privileges.