

WASHINGTON COUNTY JAIL

Huber Law / Work Release Inmate Employment Schedule

Huber Phone #'s (262) 306-2262, (262) 335-4421 Huber Fax # (262) 306-2255

Inmate Name: _____ Male Huber Female Huber EM

Contact # if other than supervisor:

Schedule Type:

- Employment
- Child Care (inmate schedule)
- Child Care (home caregiver)
- School

Employer Info:

Name: _____

Street Address: _____

City: _____ Zip: _____

Supervisor & Phone # _____

Fax # _____

Nature of Work: _____

Work address (if different than above) _____

Employment Information:

City: _____ Zip: _____

Full-time # of hours _____

Part-time # of hours _____

Self-Employed # of hours _____

Rate of Pay: _____

Pay Date: _____

Schedule Week: _____ Through: _____ (month/date/year)

Printed name / Contact # of person completing schedule: _____

Signature of person completing schedule: _____

WORK SCHEDULES MUST BE COMPLETED BY AN AUTHORIZED SUPERVISOR/EMPLOYER					
Work Hours Scheduled			Departure from Jail	Return to Jail	
DAY	DATE	Start Work (AM/PM)	End Work (AM/PM)	Time (AM/PM)	Time (AM/PM)
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Mark If Permanent Schedule

Method of Transportation:

Car

Walk/Bike

Bus/Taxi

Estimated Time:

30

60

Transportation Comments:

- 1 Employers may be contacted by a staff member to verify work hours and wages.
- 2 Hours permitted to be released from the Huber Center will be determined by a staff member after considering the method of transportation, distance to travel and actual work hours.
- 3 This form must be returned to the Huber Center, **NO LATER THAN 9 PM FRIDAY**, for the next week. Forms that are not received via fax from employers must be turned in with a letter from the employer verifying employment.