

SEPTA Correctional Facility
Employer Agreement

I understand that _____, who I am going to employ, is on Work Release. He resides at SEPTA Correctional Facility which is a community treatment facility for offenders in our community who is within six months of release. County law defines the program requirements. In order to provide appropriate supervision of this individual's activities while in/on the Work/SEPTA Correctional Facility Program, I agree to the following:

- ☞ To general account for and supervise an employee during his working hours. [Note: accountability is a vital aspect to the SEPTA Correctional Program].
- ☞ To call SEPTA Correctional Facility [753-5000] and ask for the Work Release Unit to inform the staff of any changes in the employee's work schedule or any time the resident is released from work early or is held beyond normal working hours on overtime. If the Work Release Unit is not available, ask for the Resident Supervisor on duty. Please inform SEPTA staff as soon as possible of any changes.
- ☞ To notify SEPTA Correctional Facility of the participant's job site location.
- ☞ To allow a SEPTA staff member to visit this individual on the job and to discuss his conduct and work performance with supervisory personnel.
- ☞ To contact SEPTA prior to the resident leaving the work site with the supervisory for any errands or change in a work site. [Upon job site monitoring, should the resident fail to be at the scheduled work site and SEPTA has not been advised by the employer prior, this absence will constitute a Felony Escape charge.]
- ☞ To pay all salaries accruing to this individual by *check*, mailing them to SEPTA Correctional Facility, Attention: Operations Manager, 7 W. Twenty Nine Drive, Nelsonville, Ohio 45764. No cash will be accepted. The gross salary and all deductions must be clearly recorded on the check.
- ☞ To not allow any family or friends to visit the resident at the work site. Should a visitor arrive, SEPTA Correctional Facility will be notified. Phone calls are permitted if the resident is on break and has permission from his supervisor. Incoming calls are not permitted.
- ☞ To not allow the work releasee to operate a motor vehicle.
- ☞ To notify SEPTA Correctional Facility in the event that the work releasee's employment is terminated for any reason and provide the reason to the Work Release Coordinator.
- ☞ Transportation to/from the job site will be done by SEPTA staff *only*.
- ☞ In case of work related injury, employers will ensure that proper medical care is obtained and give Workman's compensation number to appropriate medical personnel and have resident complete form.
- ☞ Residents are not permitted to purchase any items [tools, boots, etc.] from the employer through payroll deduction without prior approval from Work Release staff. **Residents are not permitted to have cash advances for any purpose.**

Employer's Signature

Date

Address

Phone