

Standard Operating Procedures

Functional Area: FACILITY OPERATIONS	Reference Number: IID05-0003	Revises Previous Effective Date: 12/15/07
Subject: RESIDENT EMPLOYMENT REQUIREMENTS AND SERVICES		
Authority: OWENS/HODGES	Effective Date: 6/15/09	Page 1 of <p style="text-align: right;">100</p>

I. POLICY:

A. Each Transitional Center's employment program shall provide discharging residents with the opportunity to secure and maintain steady employment following an extended period of confinement. More specific objectives of the community facility employment programs are as follows:

1. To provide employment preparation and instruction designed to convey to residents those skills and work habits associated with finding and holding a job.
2. To guide each resident in developing a written personal budget to be reviewed by program staff.
3. To assess each resident's vocational needs and potential in light of employment realities.
4. To provide the opportunity for residents to secure and maintain steady employment in the community prior to release.
5. To provide the opportunity for residents to express concerns or problems arising from their jobs in counseling groups and to facilitate the development of employment related problem solving and interpersonal skills.
6. To provide employers with stable and reliable work forces and thereby enhance the image of the community center.
7. To encourage residents to assume responsibility for the monetary support of their dependents.

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II. APPLICABILITY:

All Transitional Centers

III. RELATED DIRECTIVES:

A. Board Rules: 125-2-1-.01(d), 125-3-5.05, 125-3-6-.01, 125-3-6-.02, 125-3-6-.03, 125-3-6-.04, 125-3-6-.05, 125-4-2-.06

B. GDC SOPS IID06-0005, IID04-0001, IID06-0002

IV. DEFINITIONS:

NONE

V. ATTACHMENTS:

Attachment 1 - Transitional Resident Data Form

Attachment 2 - Employer Job-Site Visits Form

Attachment 3 - Transitional Center Employment Agreement

Attachment 4 - Out of State Work Travel Permit

VI. PROCEDURE:

~~A.~~ Employment Preparation Sessions:

~~1.~~ The Superintendent or Assistant Superintendent shall designate the appropriate staff member to design, implement, and instruct individual and group work readiness sessions.

a. These sessions will include, at a minimum, a discussion of employment goals and values, understanding the job market, job search and interview techniques, attitudinal perceptions of co-workers and employers, work habits, work relationships, employee benefits, sexual harassment and communication skills.

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2. The resident will receive further instruction regarding mandatory compliance with departmental and Center employment guidelines, including:
 - a. Resident responsibility to obtain and maintain employment during his/her residency at the Center.
 - b. Examples of acceptable jobs, salaries, and working conditions for which the resident may apply.
 - c. Resident responsibility to notify a potential employer of his/her incarcerated status.

3. Transitional residents will participate in an approved course of instruction prior to being certified ready for employment. This initial preparation will be completed by each resident within the first fourteen (14) to thirty (30) days of arrival and is mandatory to be considered eligible for employment. Each resident will be expected to search for and secure full time employment.
 - ~~a.~~ If, in the opinion of the Employment Manager, a resident fails to make a serious effort to locate work or repeatedly turns down apparently suitable job offers, he/she will be referred to the Superintendent or designee for review.

B. **Employment Manager:**

1. A Designated Counselor(s) or Correctional officer may perform some Employment Manager duties.
2. The Employment Manager's role may be a full-time job which serves the entire population. The Employment Manager will perform the following duties:
 - a. Solicit new employment prospects.
 - b. Initiate and maintain a close working relationship with the regional offices of the Departments of Labor and Vocational Rehabilitation.

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- c. Contact prospective employers and acquaint them with the mission of Transitional Centers.
- d. Develop a reliable pool of employers.
- ~~e.~~ Assess the employability of the resident in terms of available social, vocational, educational, psychological, medical, , criminal history and disciplinary history, then discuss these findings with the resident to determine realistic expectations (Attachment 1 for Transitional Centers).
- f. Assist residents in securing their own employment.
- g. Communicate significant employment activities to the Superintendent, Assistant Superintendent, the Chief of Security and the assigned Counselor.
- h. Establish and maintain a system for recording pertinent employment statistics such as hourly wage, employer, and place of employment, and submit an analysis of these figures to the Superintendent and Assistant Superintendent as requested. Data on length of employment, place of employment and wages are to be maintained for a period of one (1) year.
- i. Follow up services may be provided to help ex-residents maintain employment after release.
- ~~j.~~ Prior to employment, each Transitional resident must sign the Paycheck Procedure and Search Fee Form Agreement (Attachment #1 of IID06-0005). Also, each resident must provide to the Employment Manager the following information about the prospective employer: name, address, telephone number, beginning date of employment, work schedule, wage amount and the name of the immediate supervisor.

C. Employment Assessment at Transitional Centers:

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1. Program staff will contact each Transitional resident during orientation to arrange for an intake and to schedule a future meeting.
2. At the time of this initial conference, program staff will attempt to assess the resident's employability.
3. Program staff will discuss these assessment findings with the resident's counselor for verification and information.
4. If the assessment findings indicate that a resident does not possess the skills to successfully maintain employment, placement in a work adjustment program may be made.

D. Criteria for Acceptable Employment:

1. All employment and related activities must conform to GDC Rules 125-3-6-.01 through 125-3-6-.05.
2. Each Center shall adopt procedures which provide that no resident is approved to resume or begin a job unless and until the Employment Manager (or other authorized counselor) has determined that:
 - a. The job requirements, where possible, are consistent with the resident's vocational interest, aptitudes, experience, and capabilities.
 - b. The employment offers the residents substantially the same pay benefits, rights and privileges granted to other employees working in comparable positions within that organization or similar organizations within the community.
 - c. The job is not subject to labor disputes.
 - d. The job is not likely to pose unreasonable seduction to criminal activity or violation of Center rules.

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- e. Appropriate on-the-job training opportunities may exist for which the resident could reasonably expect to qualify.
- f. The pay and number of hours per workweek are enough to justify the resident holding the job.
- g. The employer has Worker's Compensation to adequately protect the resident's interest. If the employer has four or less employees, the employer need only have insurance comparable to worker's compensation.
- h. The job climate is likely to be conducive to satisfactory relationships between the resident, his supervisor and fellow employees.
- i. The employer acknowledges his/her knowledge of the requirement that residents/employees are not to be discriminated against.
- j. The employer agrees to confer with the Employment Manager when issues arise involving circumstances of employment.
- k. The employer agrees to notify the designated Center staff whenever he/she desires the resident to work overtime and whenever the resident fails to appear for work as scheduled or is released from work earlier than scheduled.
- l. The Employment Manager has adequate reason to believe the employer is financially solvent and can meet his/her payrolls.
- m. The Employment Manager determines the identity of the job supervisor and how he/she can be contacted.
- n. The Employment Manager is informed concerning any requirements for the resident to join a union, attend after hour meetings, provide special tools, possess any license, etc.

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- o. The employer must make appropriate paycheck deductions and pay appropriate taxes. The employer must report to the Center, in the form of a paycheck stub or any other method agreeable to both the Center and employer, all deductions. No resident may work on a job where the employer does not deduct and pay all appropriate taxes and other appropriate deductions. No community facility resident may do any type of work resulting in private gain to any individual (from GDC Rule 125-3-5.05), except as a direct result of employment in the Transitional Center work release program, or as part of a live work training program authorized by GDC (GDC Rule 125-4-2-.06), or as a direct result of participation in authorized community service programs.
- p. The Superintendent has the final authority on any job placement or removal.
- q. The Superintendent has the authority to bar an employer.
- r. The Superintendent will ensure that all employers understand the terms and conditions of employing Residents by having all employers review and sign the Transitional Center Employment Agreement (Attachment 3). A copy of the agreement will be placed in the resident's file. The original will be placed in the Employment Manager's records.

E. Employment Involving Special Conditions:

- 1. Special scrutiny and consideration shall be given on an individual basis before a resident is approved by the Superintendent for the following kinds of employment:
 - a. Employment for which the employer is a relative or friend of the resident.
 - b. Sales work.
 - c. Work involving travel.

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- d. Employment which exposes employees to unusual physical risk or injury.
- e. Employment which frequently involves working in excess of twelve (12) hours per day or sixty (60) hours per week.
- f. Employment, which requires over one (1) hour and thirty (30) minutes of one way, travel.
- g. Employment, which consistently provides less than full-time employment, is seasonal, or involves irregular work hours.
- h. Employment which requires known association with former crime partners or with other crime-prone persons (particularly, other residents or current probationers).

F. Out of State Employment:

All out of state employment must be approved by the center Superintendent. Residents working out of state will have a completed travel permit (Attachment 4) in their possession while at work. Sex offenders and residents who are close security are prohibited from working out of state.

1. Commercial drivers licensee employment:

- a. Residents under this provision must be directly responsible for transporting material or goods as a primary duty of their employment.
- b. Residents will not be allowed to travel more than 1 hour away from the Georgia State line at any time.
- c. Residents must notify the center of their destination, estimated departure, and estimated return time prior to any out of state travel.
- d. No overnight travel is permitted.

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2. Employer with the periodic need to travel across state lines:

- a. Residents under this provision are employed by construction , service, and repair companies that require intermediate or infrequent travel across state lines.
- b. All residents must receive approval from the Center Superintendent prior to any out of state travel.
- c. When possible, residents must submit a written request containing the dates of out of state travel, nature of work, out of state destination and name of work site supervisor.

3. Out of State full time employer:

- a. An out of state full time employer is a company that is based in an adjacent state, and will require daily out of state employment in that state.
- b. Residents will be scrutinized closely by the classification committee for placement in these jobs.
- c. Job site checks will be conducted on a frequent but irregular basis to ensure compliance.
- d. All candidates will have a current GCIC check run prior to job placement.
- e. Transportation method will be center approved.

4. Documentation shall be maintained in the resident file approving any out of state work sites.

G. **Family and Children Services:** Superintendents shall cooperate with Family and Children Services.

H. Part-time Employment:

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1. The Superintendent may grant part-time employment for a resident but only under the special circumstances when ~~of~~ local employment patterns dictating part-time employment to be the sole available resource for a particular resident.
2. Although residents may be approved for part-time employment, all employed residents must pay the established room and board assessment.
3. Care should be taken to assure that part-time employed residents can meet their financial obligations with this part-time salary.

I. **Maintenance Residents:** Transitional maintenance residents are not eligible for employment in the community until or unless they become work-release residents. This rule applies to all maintenance residents, but specifically to state inmates assigned to Transitional Centers to work on contract work details at other government agencies (such as the governor's mansion detail).

J. **Paychecks for Transitional Residents:** The following procedures shall be used to handle transitional resident paychecks. SOP IID06-0005, Center Resident Procedure and Search Fee Agreement, provides procedures for resident paychecks.

1. Normally, all transitional resident paychecks will either be mailed to the Center or picked up by Center staff. If an Employer offers Direct Deposit, arrangements will be made for residents to receive their paychecks by Direct Deposit.
2. The Superintendent may approve specific employers to give the paycheck directly to the resident, if the employer insists that mailing or withholding the check for Center staff is impractical. This practice should be the exception, not the rule. NO resident shall be authorized to accept cash payment directly from the employer.
3. Tips are considered a part of the paycheck and should be turned in to the center. The Employment Manager should discuss this issue with the employer

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and make every effort to insure that tip income is reported and turned in to the Center as required.

4. The Employment Manager should make every effort to insure that salaries are paid via paychecks. However, if unavoidable, cash payments are allowed with special permission of the Superintendent. The Employment Manager should make arrangements for this money to receive special handling to avoid loss and to assure proper accountability.

- K. **On-Site Visits with Employers/Resident Workers:** A minimum of ten percent (50%) of all job sites should be visited monthly to insure the residents' presence on the site and to ascertain any problems or concerns by either the resident or employer. Results will be noted on Attachment 2. Site check-ups by telephone should also be conducted, but telephone check-ups do not count toward the minimum 50% site visits.

VII. RECORD RETENTION:

- A. Attachment 1: once completed, the attachment will be placed in the resident's case history file and will be maintained according to the official retention schedule for Resident Case History Files.
- B. Attachment 2: once completed, the attachment will be placed with the Center's copies of the monthly statistical reports. It will be maintained according to the official retention schedules for Monthly Reports to the State Director's Office.
- C. Attachment 3: once completed, the attachment will be placed in the resident's case history file and will be maintained according to the official retention schedule for Resident Case History Files.