

**ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL**

160 Peregrory Lane  
Charlottesville, Virginia 22902

Col. Martin E. Kumer, Superintendent

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Work Release Department

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**WORK RELEASE EMPLOYERS**  
**GUIDELINES AND RESPONSIBILITIES**

The following information is to be used as a guideline and a reference of your responsibilities as an employer of a Work Release inmate. Work Release inmates are incarcerated inmates who are permitted to continue employment and continue earning an income while serving sentences for crimes they have committed. This allows for the inmate to continue supporting their families while also paying any fines and court cost incurred by the court. A very small percentage of inmates are given this opportunity and the Work Release Department as well as the Albemarle-Charlottesville Regional Jail takes the responsibility of operating this program very seriously. If an inmate violates any one of the rules and regulations as set forth by the Work Release program they will be removed from the program and not given another opportunity to participate in the program during their current confinement. We ask that you as an employer take your responsibility just as seriously.

1. You must pay all salaries accruing **INCLUDING TIPS**, by business payroll check attached with a payroll check stub noting all applicable information i.e. hours worked including overtime, taxes and any other deductions must be noted. **Hourly Rate**  
\$ \_\_\_\_\_
2. There will be a \$25.00 fee for any returned checks. If there is more than one instance of this, we reserve the right to require that all salaries be paid in money orders.
3. You must provide the Work Release Department with written notification of any and all deductions from the Work Release inmate's check (child support and garnishments).
4. If the Work Release inmate violates any of the rules and regulations governing the Work Release program, you must report the violation to the Work Release Department immediately. You will be provided a copy of these rules and regulations.
5. You must allow the Work Release Department to visit the Work Release inmate's job site at any time to discuss the Work Release inmate's conduct and work performance with supervisory personnel.
6. The compensation of Work Release inmates will be no less than minimum wage (**\$7.25 an hour**) and that of comparable workers.

7. You may not employ Work Release inmates under conditions less than acceptable minimum standards.
8. Must be employed within a 35-mile radius of the jail, Nelson county inmates will be handled on a case by case basis.
9. Work Release inmates must provide their own transportation to and from their place of employment. The Work Release Department will approve three people to transport them and they must provide a copy and proof of valid drivers' license and auto insurance to the Work Release Department prior to being allowed to transport the Work Release inmate.  
**Inmates will not be allowed to drive themselves to and from work.**
10. Must have employment that does not require driving. Work Release inmates are **NOT** allowed to drive.
11. If Work Release individual is on a rotating schedule you must submit an updated and accurate work schedule to the Work Release Department no later than **Thursday at 3:30 PM** of each week. Any schedule not received by that time will subject the individual to being held in from work.
12. If your employer wants you to work hours other than those designated, he or she must contact the Work Release Department as far in advance as possible so verification and schedule adjustments can be made.
13. Work Release individuals will work no more than five [5] days a week, ten [10] hours a day not including a half [1/2] hour lunch break. The Work Release Department will determine the travel time necessary to enable the Work Release individual to proceed to their place of employment, complete their days work and return directly back to the jail.
14. The Work Release inmate **WILL NOT** leave your job site for any reason.
15. Stationary employment is highly recommended. [**The employer must make provisions for daily notification to the Work Release Department prior to the inmate moving to a new job site**]. Failure to do so could subject the Work Release inmate to removal from the program.
16. No employment **working with** or **working for, family members**.
17. Work Release inmates who are **CONVICTED FELONS** are not to have employment that requires them to serve, possess or sell alcoholic beverages. Establishments required to have and display a VA/ABC Liquor license are only allowed to employ Work Release inmates in the capacity as a Busboy, Cook or other Kitchen help.
18. Unauthorized visits are **PROHIBITED**. Work Release inmates are not allowed to have friends or family visit them while away from the facility or at their job site.
19. Must be supervised **AT ALL TIMES**.

20. Work Release inmates will not take any **MEDICATION** to include over the counter medications, without prior notification of Regional jail staff and **DOCUMENTED** Doctors authorization.
21. The Work Release inmate will not have in their possession or use a **CELLPHONE** at anytime.
22. The Work Release Department must approve all tasks needing to be completed on a computer while at work. The Work Release Inmate is only to utilize a computer for work purposes i.e. typing/printing documents. The Work Release Inmate shall not use their place of employment to conduct personal business such as checking email, surfing the internet, engaging in any online programs/schools or making any unauthorized contact or business transactions.
23. The Work Release Department will make periodic checks at your employment as well as check with your employer about your work status and progress.
24. You must cover the Work Release inmate under applicable Workman's Compensation insurance or Social Security insurance and provide a copy of the paperwork to the Work Release Department. The Albemarle-Charlottesville Regional jail is released from responsibility for any and all injuries incurred while on the job.
25. Work Release inmates are expected to perform on the job as any other acceptable employee. Should you have any problems in this regard you should contact the Work Release Department immediately.
26. You agree to inform the Work Release Department if the Work Release inmate **FAILS** to report to work, **LEAVES** work early, is **ABSENT** from their work assignment as scheduled or if he **REPORTS** to work under the influence of alcohol or drugs. Failure to do so will result in the Work Release inmate not being allowed to return to work or being removed from the program.
27. Work Release inmates are to report directly to their work assignment and are to return directly back to the jail when they are released from their work assignment. If the Work Release inmate fails to do this they may be placed on escape status and removed from the program.
28. You may not employ Work Release inmates on a **part-time** basis nor will they be allowed to work overtime.
29. If a Work Release inmate's employment is terminated due to willful negligence, carelessness, lack of interest, motivation or discipline, it will be considered a program violation. It is for this reason that you must notify the Work Release Department so they may inform the Work Release inmate of their employment status.

30. The following conditions must be met if you are an employer who has a **federal contract(s)**:
1. Representative of the local union central bodies or similar union organizations shall have been consulted.
  2. Employment shall not result in a displacement of employed workers, or be applied in skills, crafts or trades in which there is a surplus of available gainful labor in the locality, or impair existing contracts for services; and
  3. Rates of pay and other conditions of employment shall not be less than those paid or provided for work of a similar nature in the locality in which the work is being performed.
- \_\_\_\_\_ - We do have federal contract(s) and will abide by the stipulations stated in rule number 23 of the Employers Guidelines and Responsibilities for the Work Release Program.
- \_\_\_\_\_ - We do not operate under any federal contracts at this time.
31. The Work Release inmate is prohibited from participating in any strikes, walk outs or other activities involving a leave from their workplace.
32. The employer must meet the guidelines and criteria as set by the Work Release Department:
1. Have a business license – {If a business license is not required in the business jurisdiction, a written waiver for exemption must be submitted to the Work Release Department prior to being reviewed}.
  2. Have workman’s compensation insurance.
  3. Abide by all Rules and Regulations as set by the Work Release program.
33. All paperwork required by the Work Release Department must be turned in to the Work Release Department prior to being submitted to the ICC.

I have read and understand the Guidelines and Responsibilities for Work Release Employers and have received a copy for my use. In addition I will receive a copy of the Work Release Rules and Regulations for reference. Your participation and cooperation in the Work Release Program is greatly appreciated. With your continued cooperation and support, the program will continue to be a success. All rules and regulations of the program are subject to change at any time and you are expected to comply, if you have any questions or comments please do not hesitate to contact the Work Release Department.

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Name of Buisness                      Address                      City                      State      Zip

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Business Phone Number                      Days and Hours Employee Will Work

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Printed Name of Employer or Representative

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Signature of Employer or Representative                      Date

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Signature of Work Release Department Staff                      Date