

# OUTAGAMIE COUNTY JAIL

## Huber Law / Work Release Inmate Employment Schedule

Male Huber Law# (920) 832-5634, Male Huber Law Fax# (920)832-4929, GPS# (920) 832-2252

Female Huber Law# (920) 832-6380, Female Huber Law Fax# (920)832-2202

Inmate Name: \_\_\_\_\_

☐ Male Huber

☐ Female Huber

☐ GPS

**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)

City: \_\_\_\_\_ Zip: \_\_\_\_\_

**Employment Information:**

- ☐ Full-time # of hours \_\_\_\_\_  
☐ Part-time # of hours \_\_\_\_\_  
☐ Self-Employed # of hours \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

Pay Date: \_\_\_\_\_

Scheduled Week: \_\_\_\_\_ Through: \_\_\_\_\_ (Month / Day / Year)

Printed name / Contact # of person completing schedule: \_\_\_\_\_

Signature of person completing schedule: \_\_\_\_\_

**Work schedules must be completed by a supervisor or authorized agent of the employer.**

	Work Hours Scheduled			Depart 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					

Method of Transportation:

Estimated Time:

Transportation Comments:

- ☐ Car ☐ 15  
☐ Walk ☐ 30  
☐ Bus ☐ 45  
☐ Bke ☐ 60

Additional Comments:

- Employers may be contacted by a staff member to verify work hours and wages.
- By law, all earnings must be collected by the Sheriff. Therefore, please mail employee paychecks to Outagamie County Sheriff's Department, Attn. Huber Law, Po Box 1779, Appleton, WI 54912.**
- Hours permitted to be released from the Huber Law Center will be determined by a staff member after considering the method of transportation, distance to travel, and actual work hours.
- This form must be returned to the Huber Law Center, NO LATER THAN 11PM 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.**