

SELF-EMPLOYMENT

In order to be considered gainfully self-employed by Huber Center staff, the self-employment status has to be established prior to the date the inmate was ordered to begin serving a Huber/work release sentence, condition of probation or bail. Inmates *will not* be able to set up or reestablish self-employment activities once they are in custody. All self-employment activities must be approved by the Huber Center staff and inmates claiming to be self-employed must earn at least the equivalent of the Federally established minimum wage.

Inmates claiming self-employment status must have published prior to their current jail sentence/commitment a white or yellow pages telephone book listing of the business name and number (a directory listing with only the inmate's name, address and telephone will not be considered a sufficient substitute for this requirement) - *and* - provide to Huber Center staff:

- > Proof of a business checking account (i.e., active account statement);
- > A tax number (hardcopy document listing the tax authorization number);
- > Current business contracts;
- > Current invoices;
- > Business incorporation papers; and,
- > Proof of workman's compensation or health insurance not to exceed a deductible of \$500.00. The insurance forms must list the company name and type of business.

If any of the records/documentation listed above used to verify self-employment status does not

exist and/or cannot be provided, the matter will be forwarded to the attention of the applicable duty supervisor and/or Jail Administrator for review and final determination regarding the inmate's self-employment status.

The rules governing self-employment activities are:

25. You must pay two weeks of Huber Fees up front and keep a minimum of two weeks of Huber Fees in your assigned cash transaction account.
26. You will submit a weekly work schedule by 10:00 PM on the Friday before the weekly schedule is to commence. *Failure to turn in a schedule will result in the inmate not being released the following Monday for self-employment activities.*
27. Upon your return to the Huber Center from self-employment activities, you must turn in a daily activity sheet. Work contracts may also be required.
28. No more than 2 hours of your work day will be dedicated to job resupply.
29. Your self-employment activities cannot exceed 12 hours per day with travel time (i.e., the 12 hours includes the time to travel to and from the Huber Center) or more than 6 days in a week (Sunday through Saturday).
30. You will furnish staff with a telephone number and/or address where you can be reached at all times. A routine job site check may be conducted by telephone or in person by a Huber Center Deputy and you must assist the deputy in completing the job site check.
31. Maximum travel time to your job site will not exceed 60 miles and/or 60 minutes from the Huber Center unless approved by the Huber Center supervisory staff.