

ADMINISTRATIVE GUIDELINE



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Memo to: Senior Staff

From: Lynn M. Boland, Human Resources Director

Subject: ADMINISTRATIVE GUIDELINE - Huber Work-Release Program Guidelines

Date: June 2, 2014

What is the Huber Work-Release Program?

The Huber Work-Release Program benefits the City by providing temporary workers to accomplish projects or tasks without an impact to the budget. Huber inmate workers have been used by several City departments to accomplish tasks such as painting, trash pick-up, window washing and other light custodial work, weed pulling, snow shoveling, and set-up and tear-down of tables, chairs, etc. for events. These departments have been very satisfied with the work that has been completed.

What do I need to do to request a Huber Inmate Worker(s)?

Supervisors should contact the Brown County Jail directly to request a Huber inmate worker:

- Contact the Corporal on duty at (920) 448-4258.
- The request must be made at least 24 hours in advance of the assignment. Notice of 1-2 weeks is preferred.
- Provide the dates, times, description of the work, and number of workers requested.
- The Huber facility is located at 125 South Adams Street. The Corporal must pre-approve transportation methods from the Huber facility to the City worksite and back to the Huber facility as well as pick up and return times of the Huber inmate worker.

What do I do if the Huber Inmate Worker is not working out?

- If a supervisor is dissatisfied with the Huber inmate worker's work performance or behavior, the supervisor should notify the Corporal and request a replacement.
- The supervisor should also notify the Human Resources Assistant at (920) 448-3147 or humanresources@greenbaywi.gov and include the Huber inmate worker's name and the reason for no longer utilizing that Huber inmate worker.

Reporting:

Each department that utilizes Huber services must report the number of work hours performed by the Huber inmate workers on a weekly basis. The report form can be obtained from Human Resources.

Supervisors should submit the weekly report via email to humanresources@greenbaywi.gov each Monday by 10:00 a.m. (supervisors should include any work performed over the weekend).

Transportation:

1. The following transportation methods are acceptable for Huber Inmate Workers. All transportation must be pre-approved by the Corporal.
 1. Walking to City work sites if within walking distance.
 2. Receiving rides from City staff.
 3. Riding a Green Bay Metro bus using a bus pas provided by the City.
2. Once transportation is set, Huber inmate workers are not allowed to change their mode of transportation without prior approval from the Corporal.
3. If Huber inmate workers receive rides from City employees to and from the Jail, they must be picked up or dropped off at the “cage” entrance off of Doty Street (behind the Jail).
 1. Press the button on the wall by the door.
 2. Notify staff who you are and that you have made arrangements for Huber inmate workers.
 3. Huber inmate workers must wear a seat belt while riding in City vehicles.
4. Huber inmate workers are not allowed to walk to other locations to meet their rides.

Meals:

1. Huber inmate workers may not leave the work site to purchase or eat meals. The Jail will provide a bag lunch.
2. Huber inmate workers may purchase food or beverages from vending machines at the work site.

Breaks:

Huber inmates should receive a break if they are required to work 3 hours or more. Outlined below is a general guideline of a break schedule that can be followed.

1. 3.0 hours – 5.0 hours = one 15-minute break
2. 5.5 hours – 6.0 hours = one 30-minute break
3. 6.0 hours – 7.0 hours = one 15-minute break and one 30-minute break
4. 7.5 hours and longer = two 15-minute breaks and one 30-minute breaks

Prohibited Huber Inmate Worker Behavior:

The following activities are prohibited while a Huber inmate worker is on a City assignment:

1. Cigarettes and other smoking materials, matches, and lighters. Huber inmate workers cannot ask City staff for tobacco products, lighters, or matches, and cannot ask City staff to purchase these items on their behalf.
2. Socialization with spouse, boyfriend/girlfriend, friends, or family members.
3. Personal telephone calls. Huber inmate workers may only make telephone calls for work-related reasons (i.e. calling a supervisor).
4. Use of over the counter medicines (i.e. aspirin, cold medicine, etc.). City employees must place these items in a storage area where Huber inmate workers do not have access to them. If a Huber inmate worker requests to use over the counter medicine, the supervisor should contact the Corporal for approval first. Note: If Huber inmate workers perform work in the sun, sunscreen should be provided.
5. Huber inmate workers should not be left alone with City tools and equipment.
6. If a City employee observes or is informed by another City employee that a Huber inmate worker violated any of these rules, he/she must report the violations to their supervisor as soon as possible. City employees may not counsel or discipline Huber inmate workers.
7. If a Huber inmate worker fails to report for an assignment, the supervisor must notify the Corporal immediately.

Safety:

To ensure the safety of Huber inmate workers, the following activities are prohibited while on a City assignment:

1. Operating City vehicles or equipment (snow blowers, riding lawn mowers, cars and light trucks, equipment requiring a CDL, etc.). Push lawn mowers may be used by Huber inmate workers.
2. Working from elevated heights (including the use of bucket trucks, cranes, hoists, etc.). Use of ladders is permissible with proper training.
3. Welding.
4. Excavation, trenching, and confined space entry.
5. Electrical work.
6. Using grinders, saws, etc.
7. Work requiring the use of a respirator.
8. Horseplay.
9. Huber inmate workers may not use radios for entertainment unless approved by a supervisor.
10. Huber inmate workers may not perform an assignment in a work zone unless they are with a City employee who has received proper training.

The use of hand tools (hammers, cordless drills, etc.) and pressure washers is permissible with proper training and sign-off by the Huber inmate worker.

It is the responsibility of each department to provide necessary personal protective equipment (PPE), including safety glasses, vests, hard hats, and hearing protection (for noise levels equal to or greater than 85 decibels).

If a Huber inmate worker is injured while performing City work, the injury must be reported to the supervisor immediately and an injury report must be completed.

Guidelines for City Supervisors and Staff:

1. If Huber inmate workers are new to a department/division, supervisors are advised to start with one or two Huber inmate workers to acclimate themselves to supervision needs and work abilities.
2. Huber inmate worker crews of two have proven successful and easy to manage, particularly if assigned to a work space in the same building, but separate from City staff.
3. Whenever possible, avoid a work ratio of one City employee and one Huber inmate worker.
4. Supervisors should discuss their work expectations and these work rules with Huber inmate workers on the first day of the assignment.
5. Although constant supervision is not required, supervisors should make regular contact with Huber inmate workers to ensure proper completion of the work and adherence to work rules.
6. Staff members should be apprised of the work expectations you have set for the Huber inmate workers.
7. Supervisors should remind City staff of the expectations of a professional, respectful workplace.
8. With the Corporal's approval, Huber inmate workers may work overnight shifts in an indoor location.
9. Huber inmate workers may not work more than 6 days in a row, 12 hours in a day, or 60 hours in a week.
10. If a Huber inmate worker should need to return to Jail prior to the end of the workday or the end of the assignment (due to lack of work, illness, etc.), the supervisor must contact the Corporal on duty at (920) 448-4258 prior to releasing the Huber inmate worker for the day.