



GEORGIA DEPARTMENT OF CORRECTIONS

Transitional Center Employment Agreement

- ☐ Residents cannot work "off the clock", leave the jobsite, or alter their established schedule without the designated supervisor first informing the Center.
- ☐ Employer must pay federal minimum wage or higher.
- ☐ The employer agrees to withhold all state and federal taxes and other legally-required payroll deductions.
- ☐ The employer agrees to maintain Worker's Compensation Insurance to cover Resident employees in the event of an injury. Proof of such must be provided to the Center Employment Manager prior to employment. Small businesses who are not required to provide Worker's Compensation Insurance must provide insurance comparable to Worker's Compensation to cover Resident employees in case of job related injuries.
- ☐ Employer must **immediately notify** Center staff of any injury incurred on the job. Residents that become sick or are injured on the job can be taken to a medical facility for treatment; however, Center staff must be immediately notified.
- ☐ All paychecks **must** be mailed to the Center, picked up by Center staff, brought into the Center by Resident's supervisor, or electronically direct deposited into the Center trust account. The employer agrees **never** to give any paycheck to the Resident or hold such for the Resident. Paychecks must be received by the Center at the appropriate payroll interval (1 or 2 weeks).
- ☐ Center Residents may not have visitors on any jobsite; likewise, they should not use telephones unless used to contact the Center. Residents will never be allowed access to computers unless they are routinely used as part of their duties. The Center should be notified in advance if this is the case.
- ☐ Residents should **never** be allowed to drive while on the job without a valid Driver's License and prior written approval by the Superintendent.
- ☐ The employer agrees to **immediately notify** Center staff **BEFORE** a Resident is terminated or if the employer is considering terminating the employment of a Resident.
- ☐ The employer agrees to send a weekly work schedule to the Center if the Resident is not on a permanent work schedule. The employer also agrees to notify the Center **prior** to any changes in the work schedule.

Retention Schedule: Upon completion, this form shall be placed in the resident's institutional file and will be maintained according to the official retention schedule for institutional files.

- ☐ The employer agrees to maintain a professional “work only” relationship with the Resident. Residents are **never** to be given money, loans, or purchased items such as gifts without prior approval of the Superintendent.
- ☐ Residents may not be employed or supervised by another Resident, parolee, or probationer without discussion/permission from the Superintendent.
- ☐ Residents are **never** allowed to work more than 90 minutes travel time from the Center unless approved by the Superintendent or their designee.
- ☐ The employer agrees to allow Center staff to periodically conduct on-site and telephonic checks.

My signature below indicates that I have read and have had all of the above rules explained to me and I agree to abide accordingly.

Business Name

Employer’s Name (Printed)

Employer’s Name (Signature)

Date

Employment Specialist (Printed)

Employment Specialist (Signature)

Date

Superintendent (Printed)

Superintendent (Signature)

Date

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