

**Community Corrections Division  
Work Education Release and Electronic Home Detention  
Employment Guidelines**

**Location of Work Site & Transportation**

The work site must be within King, Snohomish, or Pierce County. The participant must be able to provide their own transportation to and from work (e.g., walk, bus, train, etc.) and must be able to pay for transportation costs. The amount of time given for travel on passes will take into consideration the method of travel when a pass is used.

**Verification**

For WER participants, effective December 2014, CCD Staff will verify employment prior to intake/orientation and will update the verification on a monthly basis thereafter, or as needed. Participation in WER is conditioned on continued employment. When a WER participant loses his/her job, he/she will be removed from WER/Bishop Lewis/Helen B. Ratcliff and placed in jail pending a court hearing.

All WER and EHD participants must have their employer sign the Verification Data Form to support their being away from the WER facility or home for each day's event.

**Employer Status/Employment Arrangement**

Participants must earn at least a minimum wage, and must be paid through a bank check, debit card, or automatic deposit into a bank account. The employer must withhold and pay all payroll taxes unless the participant is a legitimate independent contractor meeting federal and state law and the criteria in #5. Standard payroll taxes include: Federal Income Tax Withholding (FIT), Social Security, Medicare, Workers Compensation/L&I, and State and/or Federal Unemployment Insurance.

The following employment arrangements either do not qualify for WER-EHD or have specified conditions:

1. Employment where the sole method of compensation is from sales commissions is prohibited. Only jobs with base hourly wages (at least minimum wage) or monthly salaries are allowed.
2. Employment by a staffing or temporary staffing agency, unless daily attendance at work can be directly verified by the job site (verification by the staffing agency is insufficient).
3. If self-employed, the participant must provide the following:
  - a. Current state business license and local business license if located within city limits;
  - b. Tax return for most recently completed calendar or fiscal year;
  - c. Work site location, which must be outside the home (i.e., no home businesses); and
  - d. Waiver from court re: the requirement for daily attendance verification.

4. If working in a family business, the participant must be paid minimum wage or higher and cannot work for free.
5. Independent Contractors must provide the following:
  - a. Copies of all IRS Form 1099s from the previous two calendar years (any independent contractor who works for an entity and earns more than \$600 must be issued a Form 1099);
  - b. Copies of the previous two completed personal income tax returns;
  - c. Copy of contract with entity for which the participant is providing service (if there is no written contract, a scope of work or work order may suffice); and
  - d. Contact name at employer who can verify daily attendance.
6. Undocumented worker arrangements are not allowed, nor are situations where the participant is paid in cash.
7. Any employment beyond 60 hours per week or 7 days per week must be approved in advance by the WER Supervisor.