



H-2B Temporary Non-Agricultural Job Order Request Form
107 E. Madison Street, MSC – G300, Tallahassee, Florida 32399-4140
Telephone Numbers: (850) 921-3207 or 921-3466 Fax Number: (850) 921-3105
Email Address: H-2BJobOrder@deo.myflorida.com

MANDATORY EMPLOYER ASSURANCES: By submitting this Job Order to the Florida Department of Economic Opportunity, the employer assures that:

a. Prohibition against preferential treatment: The employer offers to U.S. workers no less than the same benefits, wages, and working conditions that the employer is offering, intends to offer, or will provide to H-2B workers.

b. Bona fide job requirements: The job qualifications and requirements are bona fide and consistent with the normal and accepted qualifications and requirements imposed by non-H-2B employers in the same occupation and area of intended employment.

Employer's Information:

(If Job Contractor/Joint Employer, please list both employer's names and contact information. Attach supplemental page(s) if needed).

Name of Employer: FEIN#
Employer's Physical Address:
City: State: Zip:
Employer's Telephone Number: Employer's Fax Number:
Employer's Email Address:
Contact Person's Name/ Title (Other than Employer)
Contact Person's Phone Number: Fax #:
Contact Person's Email Address:

Job Opportunity Information:

Job Opportunity is temporary and full-time: [ ] Yes [ ] No
Name of job location:
Address of location:
City: State: Zip:
Dates of Employment: From: To:
Name of Job Title:
SOC (ONET/OES) code:
Total Number of Workers Requested:

Total number of work hours per day: \_\_\_\_\_ Per week: \_\_\_\_\_

Work schedule; days & hours:

On-the-job-training provisions?  Yes  No

Describe:

Supervisory Experience Requirements:  Yes  No How Much:

Minimum Experience Requirements: Months: \_\_\_\_\_ Years: \_\_\_\_\_ None:

Minimum Education Requirements:

Describe fully the job to be performed (Attach supplemental page(s) if needed):

Job description, continued:

**Check the boxes that apply to your job and provide the required information:**

**Wage Information:**

Rate of Pay: Basic or range of wages offered:

Overtime wages, if applicable:

Frequency of pay:  Weekly  Bi-weekly  Other:

Bonus, if applicable:

- A single workweek will be used to compute wages due.
- All deductions from the worker's paycheck required by law will be made.  
List other deductions not required by law to be taken from paycheck: lodging, board or facilities):

**Employer Provided Items:**

- The employer will provide workers at no charge or deposit charge all tools, supplies, and equipment required to perform the duties assigned.

**Three-fourths Guarantee (Voluntary but not required):**

- The anticipated period of employment will last 120 days or more.** The employer guarantees to offer work for a total number of hours equal to at least three-fourths of the workdays in each 12 week period of the total employment period.
- The anticipated period of employment will last less than 120 days.** The employer guarantees to offer work for a total number of hours equal to at least three-fourths of the workdays in each 6- week period of the total employment period.

**First Workweek Guarantee**

- H-2B workers will be reimbursed in the first workweek for all visa, visa processing, border crossing, and other related fees, including those mandated by the government (excluding passport fees.)

### **Transportation and Subsistence Benefits**

- Transportation for H-2B Visa workers and non-commuting United States Domestic Workers (citizens and holders of visas that allow work in the U.S.), including meals and lodging to the extent necessary, to the place of employment will be provided, or its cost to workers reimbursed, if the worker completes half the employment period. Return transportation will be provided if the worker completes the employment period or is dismissed early by the employer. Upon completion of the work contract or where the worker is dismissed earlier, the employer will provide or pay for worker's reasonable costs of transportation and subsistence back home or to the place the worker originally departed to work, except where the worker will not return due to subsequent employment with another employer or where the employer has appropriately reported a worker's voluntary abandonment of employment. The amount of transportation payment or reimbursement will be equal to the most economical and reasonable common carrier for the distances involved. Daily meals will be provided at a rate of at least \$12.07 p/day during travel to a maximum of \$51.00 p/day with receipts.

### **Board, Lodging or Fringe Benefits**

If applicable, the job order must disclose the provision and cost of any board, lodging, or other facilities, including fringe benefits or assistance **to be provided to the H-2B or non-commuting U.S. Domestic Workers** in securing such benefits.

- Employer does not provide workers daily board (food). Workers are responsible for obtaining and preparing their own food.
- Employer provides workers free daily board (food) at no charge to the workers. Board, Lodging or Fringe Benefits, continued:
- Employer provides workers daily board (food) and charges \$ \_\_\_\_\_ per day.
- Employer does not provide workers with lodging. Workers are responsible for finding and paying for their own lodging including utilities.
- Employer does not provide workers with lodging but will assist workers to find lodging. Workers are responsible for paying for their own lodging including utilities.
- Employer provides workers free lodging at no charge to the workers.
- Employer provides workers lodging and charges \$ \_\_\_\_\_ per day/2 week pay period/ month for rent and/or utilities.

### **Daily Transportation**

- Daily transportation to and from the worksite(s) will not be provided; Workers will provide their own transportation.
- Daily transportation to and from the worksite(s) will be provided to the workers from a centralized designated daily pick-up place.
- Employer will provide transportation for free, at no charge to the workers.
- All employer-provided transportation complies with all applicable Federal, State, and local laws and regulations and must provide, at a minimum, the same vehicle safety standards, driver licensure requirements, and vehicle insurance as required under 49 CFR parts 390, 393, and 396.
- The employer will charge the workers \$ \_\_\_\_\_ per round trip.

