

## Identifying and Recruiting H-2A Agricultural Workers

Florida Statewide ID&R Training February 27-28, 2018 | Orlando | Florida





- Introductions
- Overview of migrant out-of-school youth (OSY)
- Overview of H-2A Program
- ▶ Tools to Enhance Recruitment
- Strategies and Services



## Overview of Migrant OSY

### **ELIGIBILITY QUESTION TABLE**

Is the child/youth entitled to a free/public
education in the State?

Did the moves occur in the preceding 36



months of the eligibility interview (EI)?



Is the child/youth under age 22?



Did the child make a Qualifying Move **(QM)**?



Did the individual make a Qualifying Move (QM)?



Does the individual (I) (parent/guardian/ spouse or child/youth) meet the definition of a Migratory Qualifying Worker **(MQW)**?

# Overview of the H-2A Program

The **H-2A** nonimmigrant worker visa program enables United States agricultural employers to employ foreign workers on a temporary basis to perform agricultural labor or services in the absence of U.S. labor.

Pursuant to 20 CFR 655 Subpart B



### **H-Type Visas**

- ▶ H-1B Specialty occupations
   (e.g., science, medicine and healthcare, education, biotechnology, and business specialties)
- ► H-IBI Foreign professionals from Chile and Singapore in specialty occupations

Under the U.S-Chile Free Trade Agreement Implementation Act (Public Law 108-77) and the U.S-Singapore Free Trade Agreement Implementation Act (Public Law 108-78)

- ▶ H-2A Seasonal or temporary agricultural services or labor (Job orders are generally granted for activities lasting 10 months or less)\*
- ► H-2B Seasonal or temporary, non-agricultural services or labor (e.g., seafood and meat processors, forestry, landscaping services, construction, housekeeping and hospitality)

Office of Foreign Labor Certification Annual Report https://www.foreignlaborcert.doleta.gov/pdf/OFLC\_Annual\_Report\_FY2016.pdf

### OFFICE OF FOREIGN LABOR CERTIFICATION

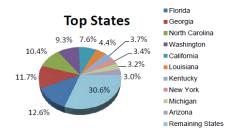
H-2A Temporary Agricultural Labor Certification Program - Selected Statistics, FY 2017

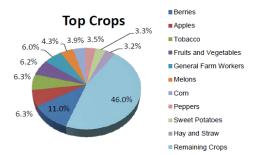
Applications Received

FY 2017	Q1	Q2	Q3	Q4	% Change FY16
10,115	2,355	4,131	2,438	1,191	14.9%

Applications Processed

Determination	FY 2017	Q1	Q2	Q3	Q4
Total Determinations	10,097	1,549	4,418	2,690	1,440
- Certified	9,797	1,495	4,334	2,601	1,367
- Denied	144	28	39	45	32
- Withdrawn	156	26	45	44	41
Positions Requested <sup>1</sup>	206,156	28,964	70,409	65,405	41,378
Positions Certified	200,049	28,013	68,834	62,966	40,236
Processed Timely <sup>2</sup>	97.6%	98.7%	98.0%	97.1%	95.9%





Positions requested derived from data not publicly disclosed. <sup>2</sup> Percent of complete H-2A applications resolved 30 days before the start date of

need. A complete H-2A application is defined as one containing all the documentation (e.g., housing inspection report, workers' compensation, recruitment report) necessary for the OFLC Certifying Officer to issue a final determination 30 days before the start date of

Re	view of Positions Certified F (% of total certified FY 2017)	Y 2017	
	Florida	25,303	12.6%
	Georgia	23,421	11.7%
	North Carolina	20,713	10.4%
	Washington	18,535	9.3%
Top 10	California	15,232	7.6%
States	Louisiana	8,875	4.4%
	Kentucky	7,403	3.7%
	New York	6,870	3.4%
	Michigan	6,432	3.2%
	Arizona	6,060	3.0%
	North Carolina Growers Association, Inc.	11,947	6.0%
	WAFLA	7,134	3.6%
	Fresh Harvest, Inc.	4,623	2.3%
	Zirkle Fruit Company	2,970	1.5%
Top 10	Elkhorn Packing Co, LLC	2,653	1.3%
Employers	Stemilt Ag. Services LLC.	2,082	1.0%
	R & R Harvesting, Inc.	1,999	1.0%
	Foothill Packing, Inc.	1,854	0.9%
	Peri & Sons Farms, Inc.	1,739	0.9%
	Virginia Agricultural Growers Assoc., Inc.	1,602	0.8%
	Berries <sup>3</sup>	21,946	11.0%
	Apples <sup>4</sup>	12,697	6.3%
	Tobacco <sup>5</sup>	12,534	6.3%
T 40	Fruits and Vegetables	12,465	6.2%
Top 10 Crops/	General Farm Workers	12,037	6.0%
Occupations	Melons <sup>6</sup>	8,535	4.3%
	Corn <sup>7</sup>	7,818	3.9%
	Peppers <sup>8</sup>	6,903	3.5%
	Sweet Potatoes	6,662	3.3%
	Hay and Straw <sup>9</sup>	6,411	3.2%

<sup>3</sup>Berries Category includes Primary Crops of Berries, Blackberries, Blueberries,

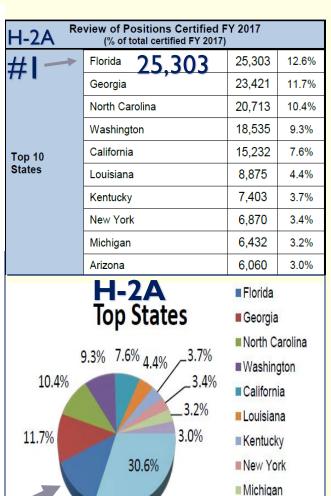
Cranberries, Raspberries, and Strawberries.

Apples Category includes Primary Crops of Apple Drops and Apples. Tobacco Category includes Primary Crops of Burley, as well as Cutting, Flue-Cured, Setting, and Stripping Tobacco.

Melons Category includes Primary Crops of Cantaloupes, Melons, and Watermelons Corn Category includes Primary Crops of Corn and Sweet Corn. <sup>8</sup>Peppers Category includes Primary Crops of Bell Peppers, Chili Peppers, Jalapeno

Peppers, Peppers, and Sweet Peppers

<sup>9</sup>Hay and Straw Category includes Primary Crops of Alfalfa and Hay and Straw



12.6%

Arizona

Remaining States

### OFFICE OF FOREIGN LABOR CERTIFICATION

H-2B Temporary Non-Agricultural Labor Certification Program - Selected Statistics, FY 2017

Applicati	ons Rec	eived <sup>1</sup>	_	_	
FY 2017	Q1	Q2	Q3	Q4	% Change FY16
8,984	2,120	5,379	312	1,173	25.4%

Applications Pro	cessed				
Determinations	FY 2017	Q1	Q2	Q3	Q4
Total Determinations	8,970	1,417	4,904	1,726	923
- Certified	6,599	1,052	4,055	875	617
- Denied	815	132	150	449	84
- Withdrawn	968	116	516	259	77
- Rejected	588	117	183	143	145
Positions Requested	165,184	32,244	88,526	24,538	19,876
Positions Certified	133,985	28,195	74,978	14,543	16,269

# Top Occupations Maids & Housekeeping... Forest and Conservation... Mamusement & Recreation... Meat, Poultry, & Fish... Construction Laborers Waiters & Waitersses

86%

71%

■Cooks. Restaurant

Counter Attendants...

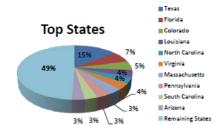
Nonfarm Animal Caretakers

Remaining Occupations

11% 85%

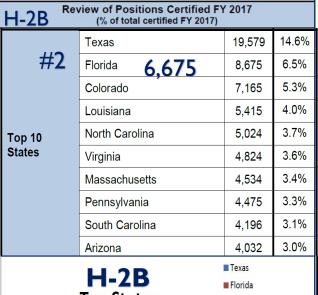
64%

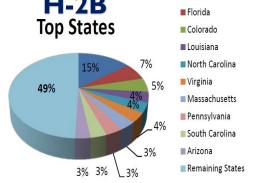
Processed Timely<sup>2</sup>



<sup>&</sup>lt;sup>1</sup> Please note that applications received will not match posted disclosure data as that data set only includes adjudicated applications.
<sup>2</sup> Processed Timely defined as percentage applications processed 30 days before the data of feach.

Top 10   Occupations (based on SOC Codes)   Codes		ini - Selected Statistics, i		
Top 10   Occupations (based on SOC Codes)   Amusement & Recreation Attendants   After Alexandra   Af	Re	(% of total certified FY 2017)	2017	
Top 10			53,938	40.3%
Workers			· ·	
Cleaners		Workers	10,918	8.1%
Attendants		Cleaners	10,064	7.5%
Meat, Pouttry and Fish Cutters and Trimmers	Top 10		7,124	5.3%
Waiters and Waitresses   3,730   2.8%	Occupations		7,021	5.2%
Cooks, Restaurant   2,598   1.9%		Construction Laborers	4,499	3.4%
Counter Attendants, Cafeteria, Food Concession   1,793   1.3%		Waiters and Waitresses	3,730	2.8%
Top 10   States   Top 10   States   Tight   Top 10   States   Tight   Top 10   States   Tight   Tigh		,	2,598	1.9%
Texas			1,793	1.3%
Florida 8,675 6.5%  Colorado 7,165 5.3%  Louisiana 5,415 4.0%  North Carolina 5,024 3.7%  Virginia 4,824 3.6%  Massachusetts 4,534 3.4%  Pennsylvania 4,475 3.3%  South Carolina 4,196 3.1%  Arizona 4,032 3.0%  Progressive Solutions, LLC 1,161 0.9%  Trident Seafoods, Inc. 1,132 0.8%  Faith Forestry Services, Inc.  Brightview Landscapes, LLC Silver Bay Seafoods, LLC 897 0.7%  Superior Forestry Service, Inc.  Icicle Seafoods, Inc. 771 0.6%  Landscapes Unlimited, LLC 628 0.5%  Heaven and Earth 576 0.5%		Nonfarm Animal Caretaker	1,638	1.2%
Colorado		Texas	19,579	14.6%
Louisiana   5,415   4.0%		Florida	8,675	6.5%
North Carolina   5,024   3.7%		Colorado	7,165	5.3%
Virginia		Louisiana	5,415	4.0%
Massachusetts		North Carolina	5,024	3.7%
Pennsylvania	States	Virginia	4,824	3.6%
South Carolina		Massachusetts	4,534	3.4%
Arizona		Pennsylvania	4,475	3.3%
Progressive Solutions, LLC		South Carolina	4,196	3.1%
Trident Seafoods, Inc.   1,132   0.8%		Arizona	4,032	3.0%
Faith Forestry Services,   1,013   0.8%		Progressive Solutions, LLC	1,161	0.9%
Inc.			1,132	0.8%
LLC   986   0.7%		Inc.	1,013	0.8%
Silver Bay Seafoods, LLC   888   0.7%			986	0.7%
Superior Forestry Service, Inc.   863   0.6%		Alpha Services, LLC	897	0.7%
Inc.   863   U.6%     Icicle Seafoods, Inc.   771   0.6%     Landscapes Unlimited, LLC   628   0.5%     Heaven and Earth   576   0.5%	Employers	• .	888	0.7%
Landscapes Unlimited, LLC 628 0.5% Heaven and Earth 576 0.5%			863	0.6%
Heaven and Earth 576 0.5%		Icicle Seafoods, Inc.	771	0.6%
5/6 05%		Landscapes Unlimited, LLC	628	0.5%
			576	0.5%



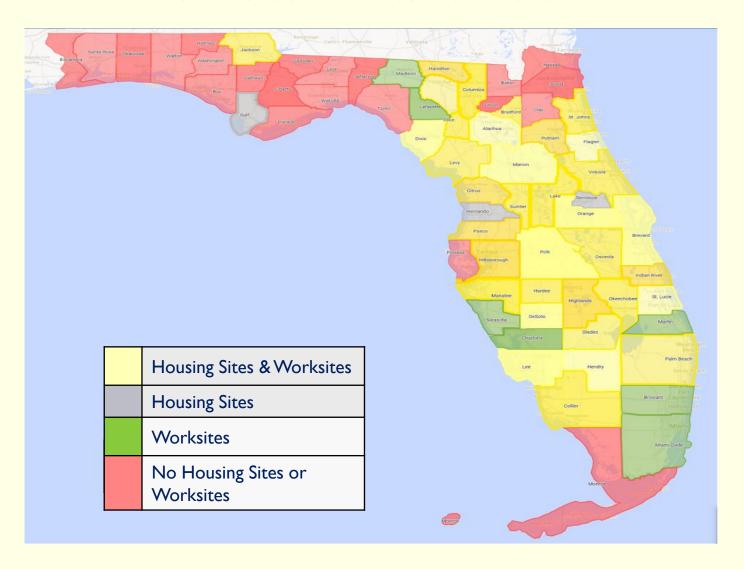


<sup>&</sup>lt;sup>1</sup> Please note that applications received will not match posted disclosure data as that data set only includes adjudicated applications.

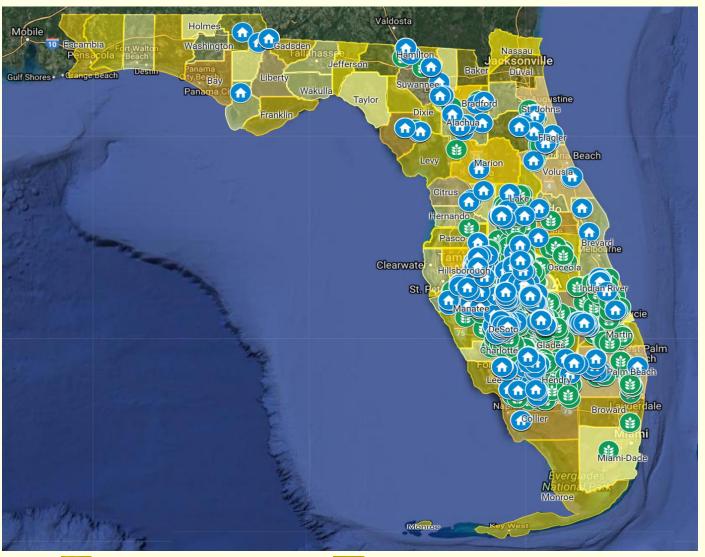
\*Data as of September 30, 2017. All figures are rounded and not audited.

<sup>&</sup>lt;sup>2</sup> Processed Timely defined as percentage applications processed 30 days before the date of need.

### **2017 Florida H-2A Labor Certifications**



### **2017 Florida H-2A Labor Certifications**









### H-2A Job Order Process

Employer performs recruitment activities to conduct a test of the labor market for U.S. Workers



Employer, Attorney or Agent applies for job order



Application is received at Processing Center for review



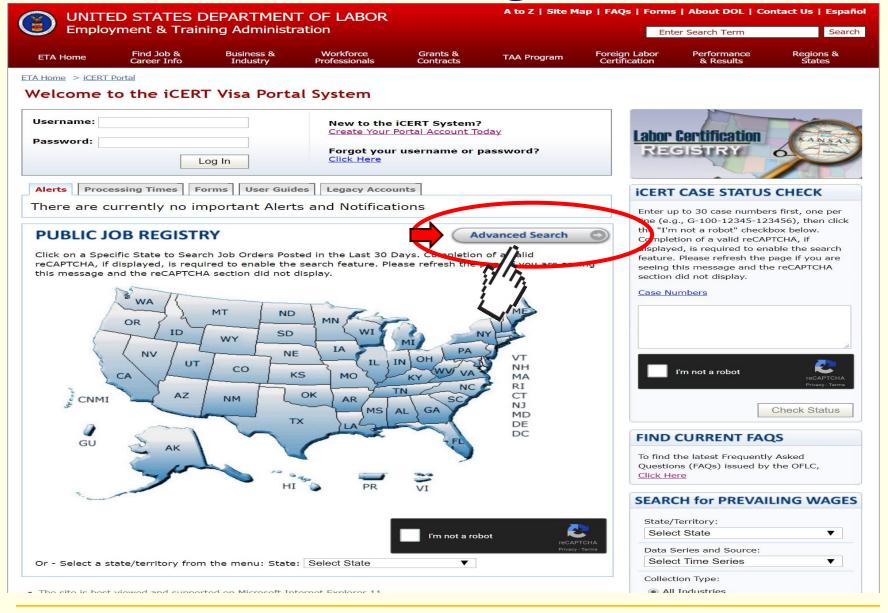
Case is issued either a Notice of Acceptance (NOA) or a Notice of Deficiency (NOD)



Job order is posted on iCERT Portal @ icert.doleta.gov

## Tools to Enhance Recruitment

## icert.doleta.gov



U.S. Department of Labor | Frances Perkins Building, 200 Constitution Ave., NW, Washington, DC 20210 www.doleta.gov | Telephone: 1-877-US-2JOBS | 1-877-872-5627 | TTY: 1-877-889-5627 | Fax: 1-202-693-2726 | Contact Us

## icert.doleta.gov

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### Search Results Cert

OMB Approval: 1205-0466 Expiration Date: 05/31/2019

### H-2A Application for Temporary Employment Certification Form ETA-9142A



U.S. Department of Labor

Employment-Bas	sed Nonimmigrant	Visa Information			
. Indicate the type	e of visa classification	on supported by this application	(Write classifica	ation symbol): *	H-2A
Temporary Need					
. Job Title *FARI	MWORKERS, CR	OPS			
2. SOC (ONET/OF	S) code *	3. SOC (ONET/OES) occ	upation title *		
5-2092		Farmworkers and Labo	orers, Crop, No	ursery, and Greenl	nouse
Is this a full-time	e position? *			ended Employment	
Yes		<ol> <li>Begin Date * 01/18/20 (mm/dd/yyyy)</li> </ol>		6. End Date * ( (mm/dd/yyyy)	03/15/2018
. Worker position	s needed/basis for	the visa classification supporter	d by this applica	ation	
20 Tota	Worker Position	s Being Requested for Certifi	cation *		
Basis for the vis	a classification sup	ported by this application			
		cable category based on the total v	vorkers identified	above)	
20 a. N	ew employment *		0	d. New concurrent	employment *
0 b. C	ontinuation of previo	ously approved employment *	0	e. Change in emplo	over *
	thout change with th	ne same employer			
0 c. Cl	hange in previously	approved employment *	0	f. Amended petition	. *
Nature of Tempo	orary Need: (Choose	e only one of the standards) *			
Seasonal	Peakload	One-Time Occurrence	Intermittent	t or Other Temporary	Need
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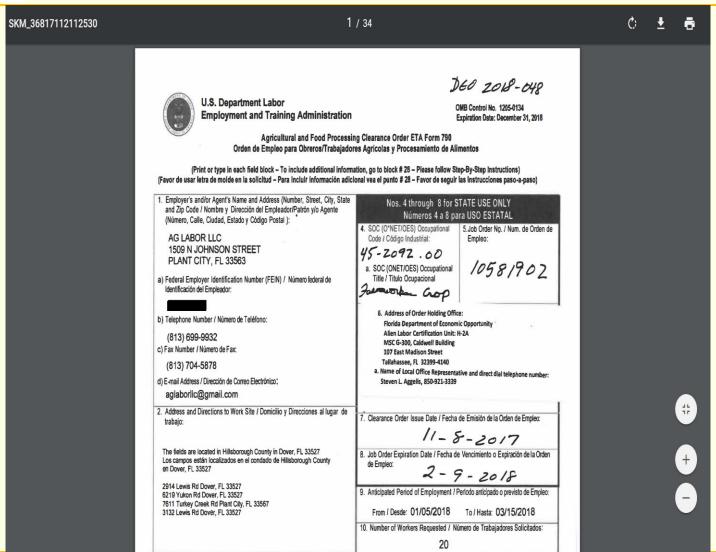
Number: H-300-17338-098190 Case Status: CERTIFIED Validity Period: 01/18/2018 to 03/15/2011

## icert.doleta.gov

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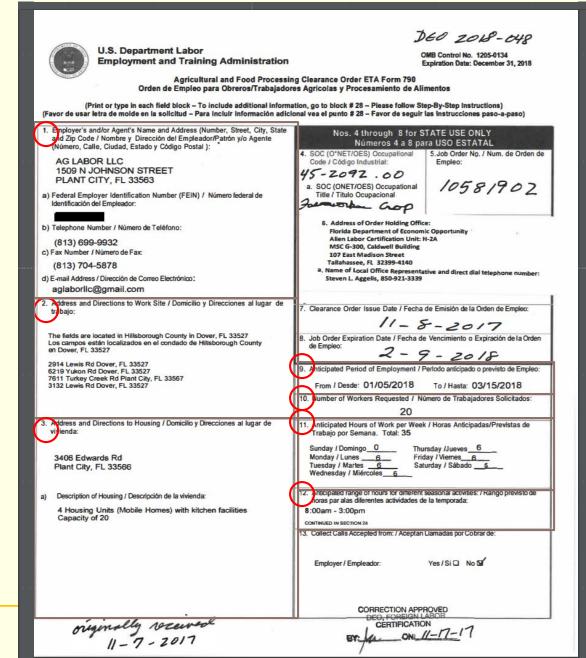


### Search Results Job Order



### Sections 1, 2, 3, 9, 10, 11, 12

- (1) Address, Contact Information
- (2) Address and Directions to Work Site
- (3) Address and Directions to Housing
- (9) Anticipated Period of Employment
- (10) Number of Workers Requested
- (11) Anticipated Hours of Work per Week
- (12) Anticipated Range of Hours for Different Seasonal Activities





### Section 14

# (14) Meals Provided and/or Kitchen Facilities

escribe how the employer intends to provide either 3 meals a day to each worker or furnish free and convenient cooking and kitchen facilities for workers to prepare eals / Describa cómo el empleador tiene la intención de ofrecer, ya sea 3 comidas al día a cada trabajador, o proporcionar gratuitamente instalaciones para cocinar. Employer will provide free housing and convenient cooking kitchen facilities to workers living in the employer provided housing which will enable workers to prepare their own meals. Employer will also provide free transportation for the workers to and from laundry facility and food store once per week. Housing will meet, local, state and federal requirements. Family housing is not available and the provision of family housing is not a prevailing practice in the area of intended employment. I assure you the homes meet local state and federal housing regulations. El empleador proporcionara vivienda sin costo e instalaciones de cocina y convenientes gratis para los trabajadores viviendo en la vivienda proporcionada por el empleador las cuales permitan que los trabajadores preparen su propia comida. El empleador también proporcionara transportación gratis a todos los trabajadores a la lavandería y a la tienda de comida una vez por semana. Las viviendas cuenta con los permisos y requerimientos locales, estatales y federales, familiares no están disponibles y la provisión de vivienda familiar no es practica predominante en el área del empleo destinado.

-2-

## Sections 15, 16

(15) Referral Instructions and Hiring Information

(16) Job Description and Requirements (harvest crops)

keferral Instructions and Hiring Information / Instrucciones sobre como Referir Candidatos/Solicitantes - (Explain how applicants are to be hired or referred, and the Employer's/Agent's available hour to interview workers / Explique cómo los candidatos serán contratedos o referidos, y las horas disponibles del empleador/agente para entrevistar a los trabaladores). See instructions for more details / Vea las instrucciones para más detailes.

All referrus are to be directed to Vanessa Duran at (813) 699 - 9932. Collect calls will NOT be accepted. Walk-in applications will be accepted for interview, office hours are Monday - Friday from 10:30am -All referrus are to be directed to Vanessa Duran 12:00pm and 1:00pm - 2:30pm. Because of prior problems with invalid social security numbers; all applicants should be advised that, after being hired, all workers social security will be verified by the social security administration. All local and intrastate applicants may apply direct to employer. All interstate applicants are encouraged but not required to first contact the nearest career center in the State in which the applicant is located prior to contacting the employer for any updated information regarding the job prior referral. For referrals from beyond normal commuting distance, an application may be sent to employer or a telephone interview may be requested. The employer will contact applicants who have applied by phone to conduct an interview. Prior to referral, each, worker should either read or have read to them a copy of the Job Offer and that they understand all terms and conditions of employment as noted in the order. All workers should also be advised that they will be expected to work for the total period of employment as noted in the Job offer and should be available to work in acronne of the listed activities at the discretion of the employer and workers must have transportation to the ion site.

Referred and walk-in applicants should bring with them original documentation of identity and employment eligibility documents (original documents carly), sufficient to complete the i-s Form. All workers from within normal commuting distance recruited against this job order will not be provided housing and transportation.

Todas las referencias deberán ser dirigidas a Vanessa Duran (813) 699-9932. No se aceptan llamadas por cobrar. El horario de oficina es de 10:00 a.m. a 12:00 p.m y 1:00pm a 2:30pm de Lunes a Viernes. Debido a problemas anteriores con números de seguro social no validos, se le avisa a todos los solicitantes que después de haber sido contratados, los seguros sociales serán verificados con la oficina de administración del seguro social. Todos los solicitantes locales e interestatales pueden aplicar directamente con el empleador. Todos los solicitantes interesados son animados pero no requeridos de contactar la oficina de orden de trabajo primero antes de comunicarse con el empleador para cualquier información actualizada referente al trabajo antes de la referencia. Para todas las referencias mas allá de una distancia normal, una aplicación puede ser enviada al empleador o se puede solicitar una entrevista telefonica. El empleador se comunicara con los solicitantes quienes hayan sometido una aplicación por teléfono para hacer la entrevista.

Antes de la referencia, cada trabajador deberá leer o que se les lea la oferta de trabajo y deben entender los términos y las condiciones como notado en la orden. Se les avisa a todos los trabajadores que se espera que trabajen todo el periodo de empleo como notado en la oferta de trabajo y que deben estar disponibles para trabajar en cualquiera de las actividades listadas a la discreción del empleador y deben de tener transportación al sitio de trabajo.

Referencias y solicitantes que entran sin cita deberán traer documentación original de identificación y documentos de elegibilidad (documentos originales solamente), suficientes para completar la Forma I-9. Los trabajadores reclutados dentro de una distancia normal contra la orden de trabajo no se les proveerá albergue ni transportación.

ob description and requirements / Descripción y requisitos del trabajo:

TIES REQUIRED: TO HARVEST, GATHER, COUNT, STACKING AND PACKAGE: STRAWBERRY, OTHER DUTIES MAY INCLUDE FIELD AND CAMP SANITATION, MAINTENANCE, LOADING, UNLOADING, LAYING PLASTIC, INSTALL-MAINTENANCE HOOKING UP IRRIGATION, PLANTING, PRUNING, CUTTING-TRIMMING, WEEDING, PULLING PLASTIC/DRIP-TAPE AND GENERAL FARM LABOR.ALL WORK IS PERFORMED IN OUTDOOR AGRICULTURAL FIELDS AND INVOLVES EXPOSURE TO SUN, WIND, RAIN, SOIL, MUD, DUST, HEAT, COLD AND OTHER NATURAL ELEMENTS. WORKER MUST BE ABLE TO WITHSTAND WORKING IN THE DIRECT SUNLIGHT, AND CONDITIONS RANGING FROM HOT AND HUMID WEATHER, MODERATE RAIN AND COLD WHILE PERFORMING THEIR REQUIRED JOB DUTIES. RANDOM DRUG TESTING WILL BE POST HIRE/ACCIDENT AT EOMPLOYERS EXPENSE. A WORKERS MUSTPICK AT LEAST 5 UNITS PER HOUR.

#### **CONTINUED IN SECTION 28**

- 1. Is previous work experience preferred? / Se prefiere previa experiencia? Yes / Si 🗹 No 🗖 If yes, number of months preferred: / Si es asi, numero de meses de experiencia: 2
- 2. Check all requirements that apply:
- ☐ Certification/License Requirements / Certificación/Licencia Requisitos Driver Requirements / Requisitos del conductor
- Employer Will Train / Empleador entrenará o adiestrará
- Extensive Sitting / Estar sentado largos ratos
- Exposure to Extreme Temp. / Expuesto a Temperaturas Extremas
   Lifting requirement / Levantar o Cargar 20 lbs./libras
- Repetitive Movements / Movimientos repetitivos

Criminal Background Check / Verificación de antecedentes penales

Prug Screen / Detección de Drogas Extensive Pushing and Pulling / Empujar y Jalar Extensamente

Distributive Makhoping artinitinand dango segantandose con frecuencia

T/Holiday is not mandatory / Horas Extras (sobre tiempo) / Dias Feriados no

## Sections 17, 18, 19

(17) Wage Rates, Special Pay Information and Deductions

Crop Activities\*

(18) More Details About Pay

(19) Transportation Arrangements

Crep Activities	Hourly Wage	Piece Rate / Unit(s)	Special Pay (bonus, etc.)	Deductions*	Yes/Si	No	Pay Period / Periodo de Pago
Cultivos	Salario por Hora	Pago por Pieza / Unidad(es)	Pagos Especiales (Bono, etc.)	Deducciones			1 1
STARWBERRY HARVESTING	\$11.12	\$1.50 per 8x1, 4: or 2x4 Clamshe	2, II Flat Approx. 8 LBS	Social Security / Seguro Social	537	0	Weekly / Semana
	\$	\$depending upor		Federal Tax / Impuestos Federales	20		127
HARVESTING PROCESSING STARWBERRIES AND JUICE STRAWBERRIES	\$11.12	\$1.50 Per Tub approx. 20 lbs on on condition	epending	State Tax /Impuestos Estatales		Sal	Bi-weekly/ Quincenal
	\$	\$		Meals / Comidas		28	0
All other duties	\$ 11.12	\$ NONE	NONE	Other (specify) / Otro (especifica)		Ø	Monthly/Mensual
						_	Other/Otro

18. More Details About the Pay / Mas Detailes Sobre el Pago:

EARNING RECORDS WILL BE MAINTAINED WITH ACCORDANCE 655-122 (J) THOUGH (M). THE EMPLOYER WILL FURNISH EACH WORKER AN EARNING STATEMENT ON OR BEFORE EACH PAY PERIOD MEETING THE REQUIRMENT AT 655.122(K)

Please note that if the worker is paid a piece rate for any of these activities, the worker will be guaranteed the pay rate that is the highest of the AEWR, the prevailing hourly wage or piece rate, the agreed-upon collective bargaining wage, or the federal or State minimum wage, except where a special procedure is approved for an occupation or specific class of agricultural employment.

Most of the jobs associated with this employment are paid by the piece rate, however, \$11.12 per hour or a higher prevailing wage rate, if applicable, is guaranteed as a minimum for all hours worked during a pay period. If the worker's total pay for the pay period from piece-rate earnings and hourly wages divided by his total hours worked during that pay period results in average hourly earnings of less than the guaranteed hourly rate, the worker will be provided build-up pay to guaranteed minimum hourly rate.

CONTINUED IN SECTION 28

19. Transportation Arrangements / Arregios de Transportación

For workers hired from beyond normal commuting distance, after completion of 50 percent of the work contract period, the employer shall reimburse the worker for cost incurred by the worker for transportation and daily subsistence, as required by DOL regulations, from the place from which the worker has come to work for the employer to the place of employment. The daily subsistence while in travel will be no less than \$12.09 per day without receipts and up to \$51.00 per day with receipts as a maximum amount to be reimbursed. If worker completes the work contract period, the employer will provide or pay for the worker's transportation and daily subsistence from the place of employment to the place from which the worker, disregarding intervening employment, came to work for the employer, or, if the worker has contracted with a subsequent employer who has not agreed in that contract to provide or pay for the worker's transportation and daily subsistence expenses from the employer's work-site to such subsequent employer work-site, the employer will provide or pay for such expenses; except that, if the worker has contracted for employment with a subsequent employer work-site, the employer is not required to provide or pay for such expenses.

For workers residing in the employer's housing, the employer will provide transportation between the worker's living quarters, and the employer's work-site and return without cost to the worker. US Domestic workers not living employer supplied housing will be assigned to a crew that travels through the workers living quarters daily addrown will be provided a free parking space at the company provided housing facility closest to their home and will be provided free transportation from the employer's housing to the employer's work-site and return without cost to the worker. The employer assures that all employers provided transportation meets all applicable local, state and federal requirements



### Sections 20-27

**Section** (20) Is it prevailing practice to use (FLC) to recruit, supervise, transport, house and/or pay workers for crop activity?

Section (21) Unemployment insurance

Section (22) Workers compensation

**Section** (23) Are tools, supplies, and equipment provided at no charge to worker?

**Section** (24) Arrangements with establishment owners or agents for the payment of a commission or other benefits for sales made to workers

**Section** (25) Any strike, work stoppage, slowdown, or interruption of operation by the employees

Section (26) Job order connected to future application

Section (27) Employers Certification

# (28) Provides additional supporting information and attachments/ addendums

includes section box number with additional information

Section (28) continued...

### Section 28

28. Use this section to provide additional supporting information (including section Box number). Include attachments, if necessary. / Utilice esta sección para proporcionar información adicional de apoyo; incluya el numero de la sección e incluya archivos adjuntos, si es necesario.

Section 12. Anti-ipated hours of work per week/ Horas anticipadas de trabajo por semana:

Six (6) hours per day, Monday through Friday and five (5) hours on Satuday, is normal, however, the worker may be requested but not required to work additional hours per day and the Sabbath and/or federal holidays and Sunday depending upon the conditions of the crop, weather, maturity of the crop and market conditions. All workers will be required to take a one-half hour lunch period in order to rest and eat their lunch meal.

The one-half hour lunch period must be a bona fide meal period. Bona fide meal periods are not work time. Bona fide meal period do not include coffee breaks or time for snacks. The employee must be completely relieved from duty for the purpose of eating regular meals. ordinarily 30 minutes or more is long enough for a bona fide meal period. These are rest periods. In order for the employer to make a deduction from worker's pay for funch, the worker must be taking "bona fide meal periods." The employee is not relieved if he is required to perform any duties, whether active or inactive, while eating.

Here is a summary of Ag Labor LLC lunch policy for this season. At approximately 11:30 am on normal work day, the employee's supervisor "crew leader", will honk the hom on the bus or loader. At this point, all workers in the crew are required to quit work and take an uninterrupted 30-minute lunch break. This break must be at least 30-minutes long. Ag Labor is not going to require workers to come out of the field to the bus for lunch. At approximately 12:00 pm your supervisor will honk the hom again, this will signal the end of the lunch break and employees are permitted to begin working again. Breaks or 10-15 minutes are not considered "bona fide meal periods" and are not allowed to be deducted from a worker's hours in the field. Only breaks that are 30-minutes in length or longer may be deducted by the employer. Crew leaders will be performing regular inspections in the field to ensure that workers are taking bona fide lunch breaks. Employees who do not take the above described uninterrupted 30-minute lunch breaks are subject to disciplinary action by the employer.

Seis (6) horas por día, de Lunes a Viernes y cinco (5) horas en Sabado es normal, sin embargo, se le puede pedir al trabajador pero no ser requerido que trabaje horas adicionales por día, el Domingo y/o días festivos y Sábado dependiendo en las condiciones de la cosecha, el clima, la madures de la cosecha y condiciones en el mercado. A todos los trabajadores se les va a requerir que tomen un período de media hora para descansar y comer sus alimentos.

La media hora de almuerzo debe ser un periodo actual/real. Los periodos reales de comida no son tiempos de trabajo. Periodos reales de comida NO incluyen descarsos breves para tomar caré o comer bocadillos. El empleado debe ser relevado completamente de su trabajo para el propósito de comer sus comidas regulares. Ordinariamente, 30 minutos o mas es una descarsos suficiente largo para un periodo de comida real. Estos son periodos de descarso. De manera que el empleador pueda hacer una deducción de la pága del trabajador por el almuerzo, el trabajador debe estar tomando "un periodo de comida actual/real". El empleado no ha sido relevado si es requerido que haga alguna función va sea activa o inactiva mientras come.

Aquí en resumen esta la politica de almuerzo de Ag Labor LLC para esta temporada. Aproximadamente a las 11:30 am en un día normal de trabajo, el supervisor del trabajo "lider de grupo" tocara la bocina o claxon del autobús o chiva. En ese momento, es requerido que todos los trabajadores en el grupo dejen de trabajar y que tomen un descanso ininterrumpido de 30 minutos como descanso de almuerzo. Este descanso debe ser de 30 minutos. Ag Labor no va a requerir que los trabajadores se salgan del campo para el autobús durante su almuerzo. Aproximadamente a las 12:00 pm su supervisor volverá a tocar la bocina o claxon, esto es indicación de que se ha terminado el descanso de almuerzo y que se pueden ser deducidos de las horas de trabajo del empleador en el campo. Solo descansos de 30 minutos o mas pueden ser deducidos por el empleador. Los supervisorse harán inspecciones regulares en el campo para asegurar que los trabajadores están tomando descansos de almuerzo reales. Los empleados que no tomen el descanso ininterrumpido de 30 minutos mencionado arriba son sujetos a acciones disciplinarias del empleador.

ag Labor, LLC with crops in the counties of Hillsborough in Florida hereby agrees to comply by the regulations of 20 CRF 655.135 and 20 CRF 655.122 (H) assurances.

Section 16. Job description and requirements / Descripcion y requisitos del trabajo:

Workers will perform assigned duties as instructed by their supervisor. Duties may vary from time to time. In order to perform this kind of work, worker must be able to work outside to at least 6 hours a day in all kinds of wheatear and be in possession of the requisite physical strength and endurance to repeat the picking process rapidly, working quickly and skillfully with their hands.

The first 7 working (business) days of employment are considered as an introductory period as set forth in the Company Employee Handbook. This will be time to learn and understand tasks involved in the job position your co-worker and the fair in pager and Supervisors. During this time Company will evaluate the workers suitability for employment and the worker can evaluate the Company as well.

Hand-Harvesting Strawberries: Each worker will be assigned a picking badge entification to the workers employment number. The worker will keep the picking badge throughout the work day. Each worker must place a pre-printed nume ch box. The numeric sticker roll will assignated to the worker by the supervisor. Packed boxes will not be accepted with the sticker. Workers will move signed rows picking all ripe berries, grading berries in the field while harvesting, taking Lach worker must pick the plants clean of all ripe fruit, sort and tards set forth in the company food safety policy and standard operation mat tain the lace of the plants clean of all ripe fruit, sort and the plants clean of all ripe fruit, sort and the plants contain the plants of the plants contain the plants of the pla care to sort and pack containers by size, shape, color, quality and qu by the supervisor. Each worker must pick the plants clean of all ripe fruit, sort and pack all good berries into specified containers within the box, accord procedures. Bad berries will be packed or disposed of as determined hall handle berries carefully to avoid bruising. Bruising will be weaken the berry. Each harvesting worker is expected to move with the crew take his/her completed box to the crate shed to be viewed for grade. wher picking badge. Any containers that are over under packed will be returned to the worker for repacking. Upon competition of the ass ned row, th the next vacant row to be picked. Harvester may receive disciplinary notice if quality continues to be an issue. At the end of the workday, orkers will p picking badge for the next work day.

Hand-Harvesting Processing Strawberries: Each worker will be assigned a picking badge for identification to the workers employment number. The worker will keep the picking badge throughout the work day. As instructed by the supervising the picking all ripe strawberries and discarding any bad berries that show evidence of rot or insect deamage. Worker will be instructed by the upperson to termine the cap of the trawberry with the aid of a slicking tool that is attached to the worker's picking cart. Worker will pick the berry, slide it across slices are move one of the picking badge for the next when full, buckets are then taken to crate shed at the end of the row's. If new but et is obtained. At the end of the workday, workers will keep picking badge for the next

CONTINUED ON ATTACHMENT.

DEO, FOREIGN LABOUR
CERTIFICATION
BY: Jan ON: 11-17-17

### Section 28 continued...

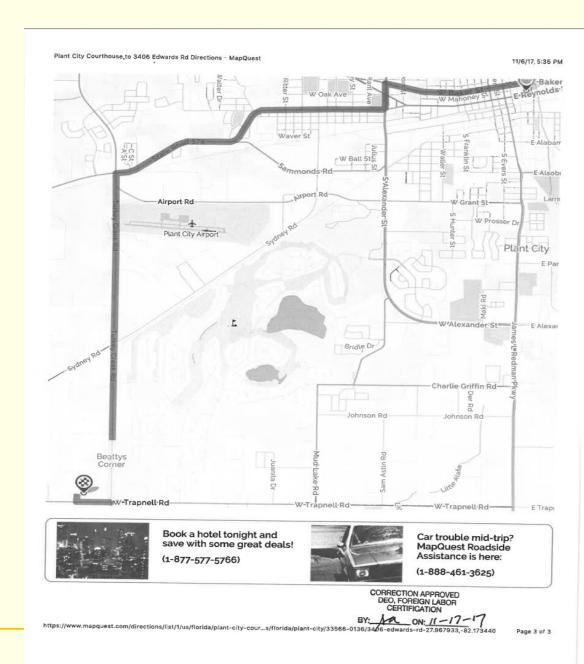
Plant City Courthouse to 3406 Edwards Rd Directions - MapQuest

Directions to Work Sites and Housing Sites

11/6/17, 5:35 PM YOUR TRIP TO: 3406 Edwards Rd 12 MIN | 6.6 MI 🛱 Est. fuel cost: \$0.61 Trip time based on traffic conditions as of 5:35 PM on November 6, 2017. Current Traffic: Moderate 1. Start out going north on N Michigan Ave toward E Mahoney St. Then 0.08 miles 0.08 total miles 2. Take the 2nd left onto E Baker St/US-92 W. E Baker St is just past E Mahoney St. If you reach E Herring St you've gone a little too far. Then 1.08 miles 1.16 total miles 3. Turn left onto N Alexander St. N Alexander St is 0.1 miles past Dort St. If you reach N Plant Ave you've gone about 0.1 miles too far. Then 0.20 miles 1.36 total miles 4. Turn right onto W Reynolds St/FL-574. Continue to follow FL-574. FL-574 is 0.1 miles past W Oak Ave. If you are on N Alexander St and reach W Granfield Ave you've gone a little too Then 2.21 miles 3.57 total miles 5. Turn left onto Turkey Creek Rd. Turkey Creek Rd is 0.1 miles past B St. If you are on Dr Martin Luther King Jr Blvd and reach Country Hills Blvd you've gone about 0.1 miles too far. Then 2.74 miles 6.30 total miles DEO, FOREIGN LABOR 

### Section 28 continued...

# Maps to Work Sites and Housing Sites



# Excel Spreadsheet



### Adding Filter to Spreadsheet

### 1. Click on **Data** Tab 2. Click **Filter** Tab

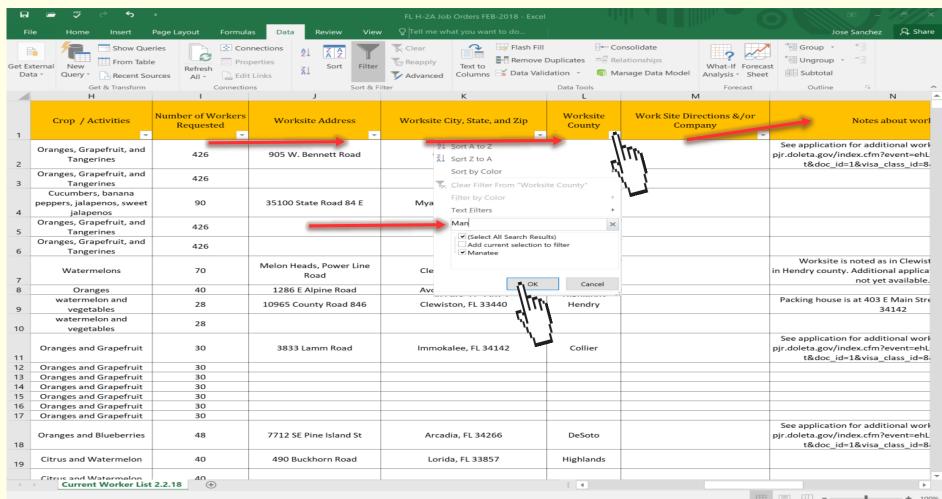
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	H-300-18026-424831	:	2/1/2018	H-2A		JOHNSON HARVESTI	4/1/2018	6/2/2018	Citrus	Hand Harvester	Oranges, Grapefruit, and Tangerines		
L	H-300-18026-424831	- 7	2/1/2018	H-2A		JOHNSON HARVESTI	NG, INC.	4/1/2018	6/2/2018	Citrus	Hand Harvester	Oranges, Grapefruit, and Tangerines	
	H-300-18025-435886	5-435886 2/1/2018 H-2A				Bautista Farms Truck	king, LLC	4/1/2018	7/3/2018	Farmwo	orkers & Laborers, Crop	Cucumbers, banana peppers, jalapenos, sweet jalapenos	
L	H-300-18026-424831	:	2/1/2018	H-2A		JOHNSON HARVESTI	NG, INC.	4/1/2018	6/2/2018	Citrus	Hand Harvester	Oranges, Grapefruit, and Tangerines	
L	H-300-18026-424831		2/1/2018	H-2A		JOHNSON HARVESTI	NG, INC.	4/1/2018	6/2/2018	Citrus	Hand Harvester	Oranges, Grapefruit, and Tangerines	$\perp$
	H-300-18025-146868	1	1/30/2018	H-2A		Olvera Trucking (	4/1/2018	5/20/2018	Farmworkers & Laborers, Crop		Watermelons		
	H-300-18025-287145		2/1/2018	H-2A		EB HARVESTING,	3/26/2018	5/15/2018	Citrus Hand Harvester		Oranges		
L	H-300-18025-435886	:	2/2/2018	H-2A		GOMELLO, LL	3/26/2018	5/5/2018	Harv	vesting Worker	watermelon and vegetables	l	
H-300-18025-435886		- 7	2/2/2018	H-2A		GOMELLO, LL	3/26/2018	5/5/2018	Han	vesting Worker	watermelon and vegetables	$\perp$	
	H-300-18017-126393	1	1/24/2018	H-2A		RODRIGUEZ CITRUS HARV	3/26/2018	5/15/2018	Citrus Hand Harvester				
L	H-300-18017-126393		1/24/2018	H-2A		RODRIGUEZ CITRUS HARV	3/26/2018	5/15/2018	_	Hand Harvester	Oranges and Grapefruit	1	
L	H-300-18017-126393		1/24/2018	H-2A		RODRIGUEZ CITRUS HARV	3/26/2018	5/15/2018		Hand Harvester	Oranges and Grapefruit	$\perp$	
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₽	H-300-18017-126393	1	1/24/2018	H-2A		RODRIGUEZ CITRUS HARV	/ESTING, INC.	3/26/2018	5/15/2018	Citrus	Hand Harvester	Oranges and Grapefruit	+
	H-300-18023-251501	1	1/29/2018	H-2A		D & J AND SONS HARVE	STING, INC.	3/20/2018	6/1/2018	Ha	arvest worker	Oranges and Blueberries	
L	H-300-18018-152219	1	1/25/2018	H-2A		M.K. Harvesting,	, Inc.	3/19/2018	6/5/2018	Farmworkers & Laborers, Crop		Citrus and Watermelon	I
>	H-300-18018-152219 Current Worker Li		1/25/2018 8 +	H-2Δ		M K Harvesting	Inc	3/19/2018	6/5/2018	Farmwo	orkers & Laborers,	Citrus and Watermelon	L



### Filtering by County

### 1. Click on Worksite County tab

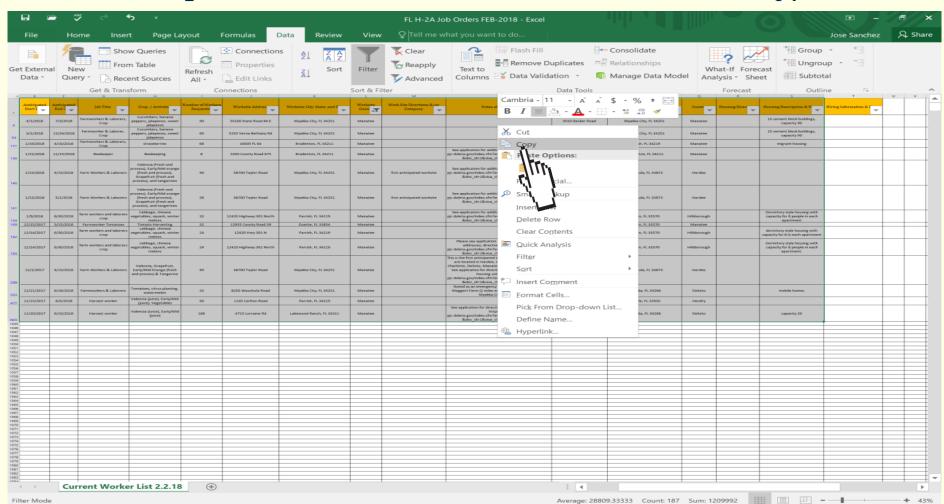
### 2. Select County





### Transferring Data

1. Minimize Spreadsheet 2. Select Cells with data 3. Copy Cells





### Transferring Data

### 1. Click on Cell 1A 2. Paste Cells

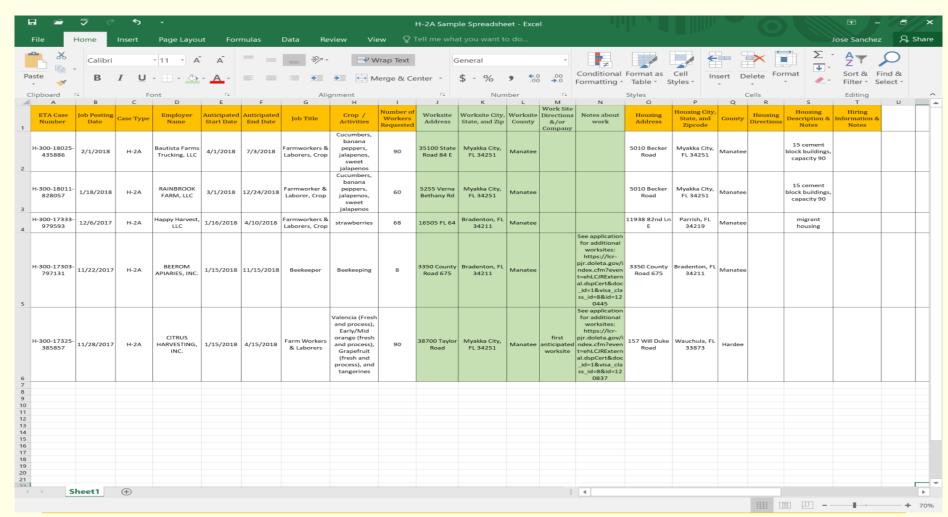
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					Job Title	Crop / Activities	Number of Workers Requested	Worksite Address	City,		Work Site Directions &/or Company	Notes about work	Housing Address	Housing City, State, and Zipcode	County	H Di
5- 2/1/201	8 H-2A	Bautista Farms Trucking, LLC	4/1/2018	7/3/2018	ers &	peppers, jalapenos, sweet	90	35100 State Road 84 E	Myakka City, FL 34251	Manatee			5010 Becker Road	Myakka City, FL 34251	Manatee	
1- 1/18/20	18 H-2A	RAINBRO OK FARM, LLC		12/24/2018	Farmwork er & Laborer, Crop	Cucumber s, banana peppers, jalapenos, sweet jalapenos	60	5255 Verna Bethany Rd	Myakka City, FL 34251	Manatee			5010 Becker Road	Myakka City, FL 34251	Manatee	
3- 12/6/20	17 H-2A	Happy Harvest, LLC	1/16/2018	4/10/2018	Farmwork ers & Laborers, Crop		68	16505 FL 64					11938 82nd Ln E	Parrish, FL 34219	Manatee	
3- 11/22/20	17 H-2A	BEEROM APIARIES, INC.	1/15/2018	11/15/2018	Beekeepe r	Beekeepin g	8	3350 County Road 675	EL 2/1211			See applicatio n for additional worksites: https://lcr- pjr.doleta. gov/index. cfm?event =ehLCJREx tehLCJREx tehLCJREx cotid=1&vis a_class_id =8&id=12 0445	3350 County Road 675	Bradenton , FL 34211	Manatee	
						Valencia						See applicatio				
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### Transferring Data

### 1. Format Cells

### 2. Fill Cells

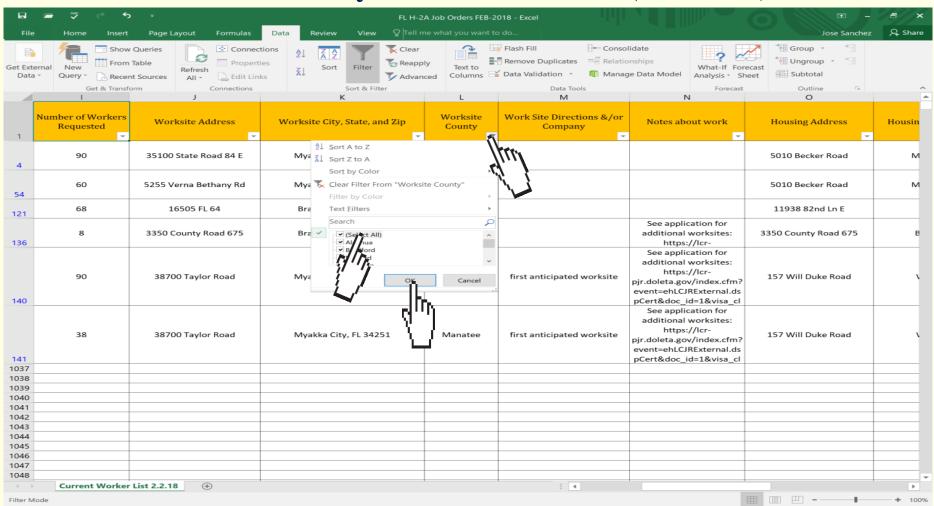




### Filtering by County

### 1. Click on Worksite County tab

### 2. Click on (Select All)

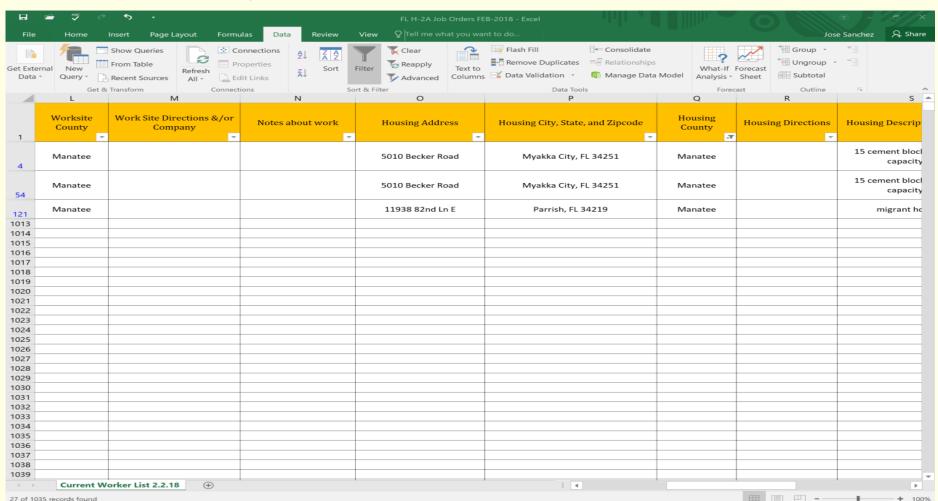




### Filtering by County

### 1. Click on **Housing County** tab

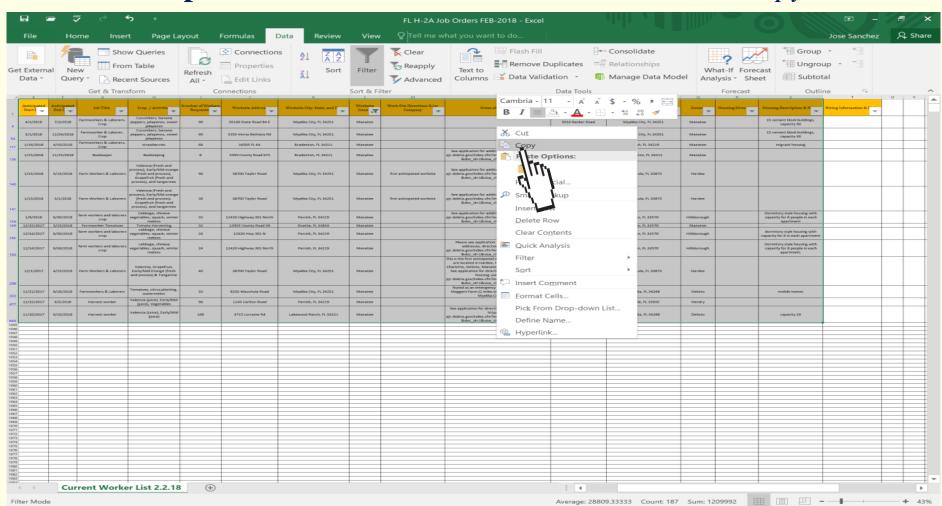
### 2. Select County





#### Transferring Data

1. Minimize Spreadsheet 2. Select Cells with data 3. Copy Cells





#### Transferring Data

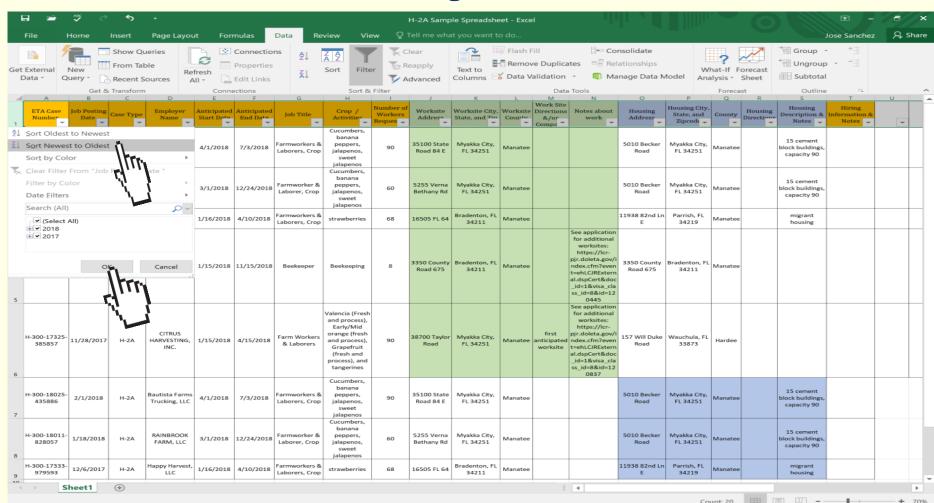
#### 1. Click on Following Open Cell 2. Paste Cells 3. Fill Cells

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ETA Case Number	Job Posting Date	Case Type		Anticipated Start Date	Anticipated End Date	Job Title	Crop / Activities	Number of Workers Requested		Worksite City, State, and Zip	Worksite	Work Site Directions &/or Company	Notes about work	Housing Address	Housing City, State, and Zipcode	County	Housing Directions	Housing Description & Notes	Hiring Information & Notes	
-300-18025- 435886	2/1/2018	H-2A	Bautista Farms Trucking, LLC	4/1/2018	7/3/2018	Farmworkers & Laborers, Crop	Cucumbers, banana peppers, jalapenos, sweet jalapenos	90	35100 State Road 84 E	Myakka City, FL 34251	Manatee			5010 Becker Road	Myakka City, FL 34251	Manatee		15 cement block buildings, capacity 90		
300-18011- 828057	1/18/2018	H-2A	RAINBROOK FARM, LLC	3/1/2018	12/24/2018	Farmworker & Laborer, Crop	Cucumbers, banana peppers, jalapenos, sweet jalapenos	60	5255 Verna Bethany Rd	Myakka City, FL 34251	Manatee			5010 Becker Road	Myakka City, FL 34251	Manatee		15 cement block buildings, capacity 90		
-300-17333- 979593	12/6/2017	H-2A	Happy Harvest, LLC	1/16/2018	4/10/2018	Farmworkers & Laborers, Crop	strawberries	68	16505 FL 64	Bradenton, FL 34211	Manatee			11938 82nd Ln E	Parrish, FL 34219	Manatee		migrant housing		
l-300-17303- 797131	11/22/2017	H-2A	BEEROM APIARIES, INC.	1/15/2018	11/15/2018	Beekeeper	Beekeeping	8	3350 County Road 675	Bradenton, FL 34211	Manatee		See application for additional worksites: https://lcr- pjr.doleta.gov/i ndex.cfm?even t=ehLCJRExtern al.dspCert&doc _id=1&visa_cla ss_id=8&id=12 0445	3350 County Road 675	Bradenton, FL 34211	Manatee				
300-17325- 385857	11/28/2017	H-2A	CITRUS HARVESTING, INC.	1/15/2018	4/15/2018	F W	Valencia (Fresh and process), Early/Mid orange (fresh and process), Grapefruit (fresh and process), and tangerines	90	38700 Taylor Road	Myakka City, FL 34251	Manatee		See application for additional worksites: https://lcr- pjr.doleta.gov/i ndex.cfm?even t=ehLCIRExtern al.dspCert&doc_ id=1&visa_cla ss_id=8&id=12 0837	157 Will Duke Road	Wauchula, FL 33873	Hardee				
300-18025- 435886	2/1/2018	H-2A	Bautista Farms Trucking, LLC	4/1/2018	7/3/2018	Farmworkers & Laborers, Crop	Cucumbers, banana peppers, jalapenos, sweet jalapenos	90	35100 State Road 84 E	Myakka City, FL 34251	Manatee			5010 Becker Road	Myakka City, FL 34251	Manatee		15 cement block buildings, capacity 90		
300-18011- 828057	1/18/2018	H-2A	RAINBROOK FARM, LLC	3/1/2018	12/24/2018	Farmworker & Laborer, Crop	Cucumbers, banana peppers, jalapenos, sweet jalapenos	60	5255 Verna Bethany Rd	Myakka City, FL 34251	Manatee			5010 Becker Road	Myakka City, FL 34251	Manatee		15 cement block buildings, capacity 90		
300-17333- 979593	12/6/2017	H-2A	Happy Harvest, LLC	1/16/2018	4/10/2018	Farmworkers & Laborers, Crop	strawberries	68	16505 FL 64	Bradenton, FL 34211	Manatee			11938 82nd Ln E	Parrish, FL 34219	Manatee		migrant housing		



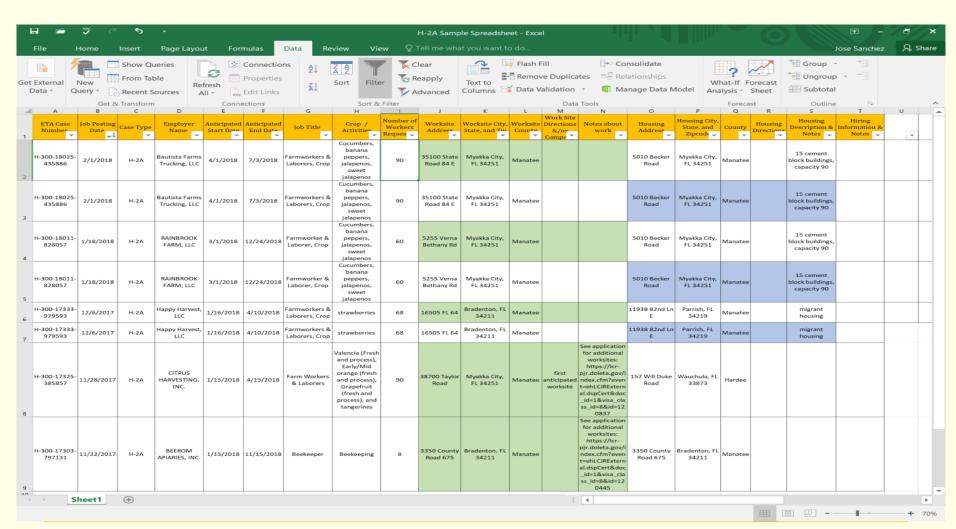
#### Filtering Data

#### 1. Add Filter 2. Filter Job Posting Date 3. Sort Newest to Oldest





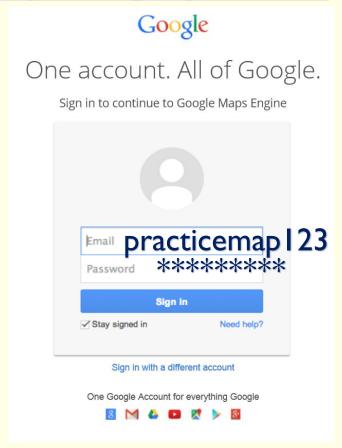
#### H-2A Job Orders





#### Sign into Google using your district email account

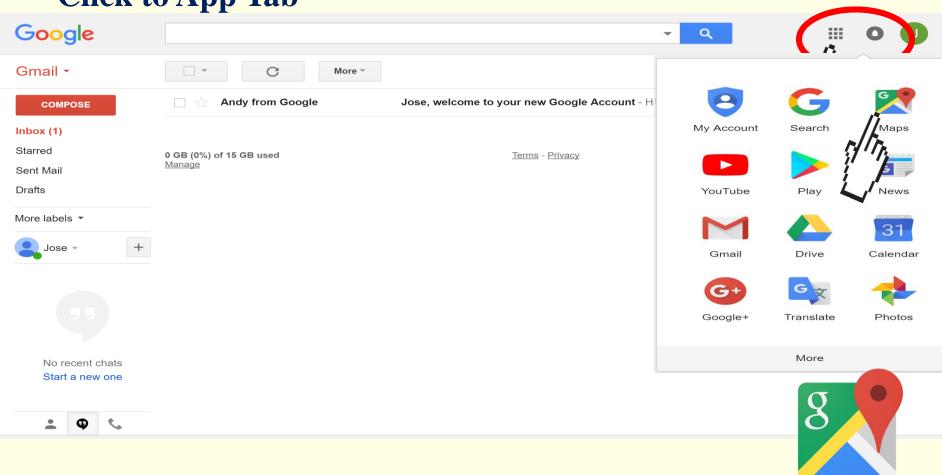
Example: hillsboroughcomep@gmail.com





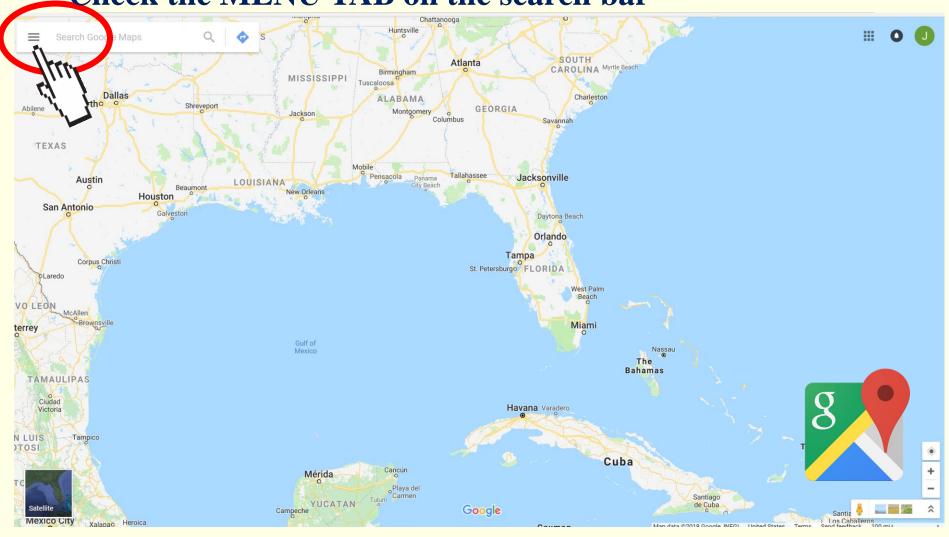


Click to App Tab



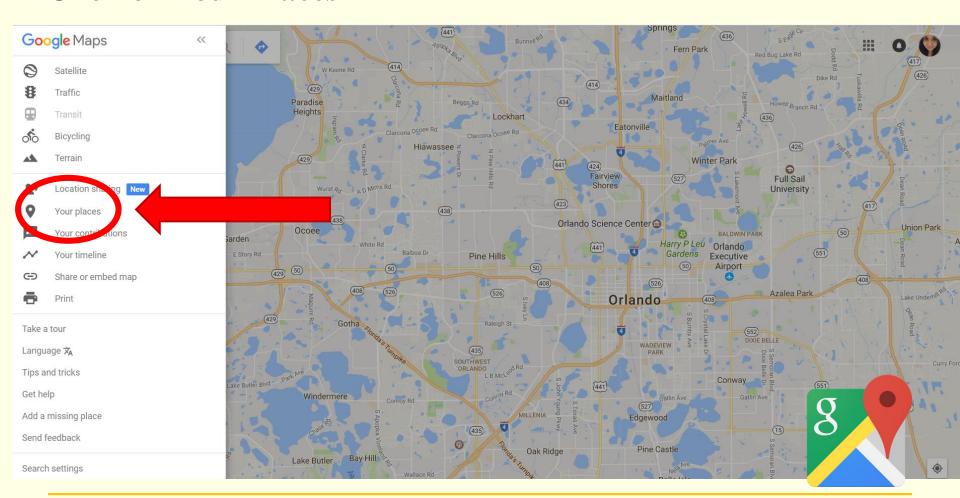


• Check the MENU TAB on the search bar



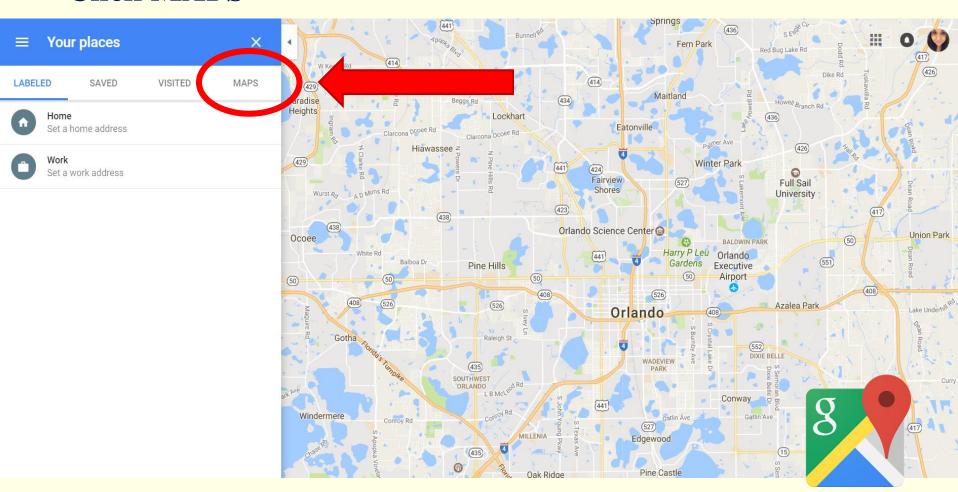


#### Click on Your Places



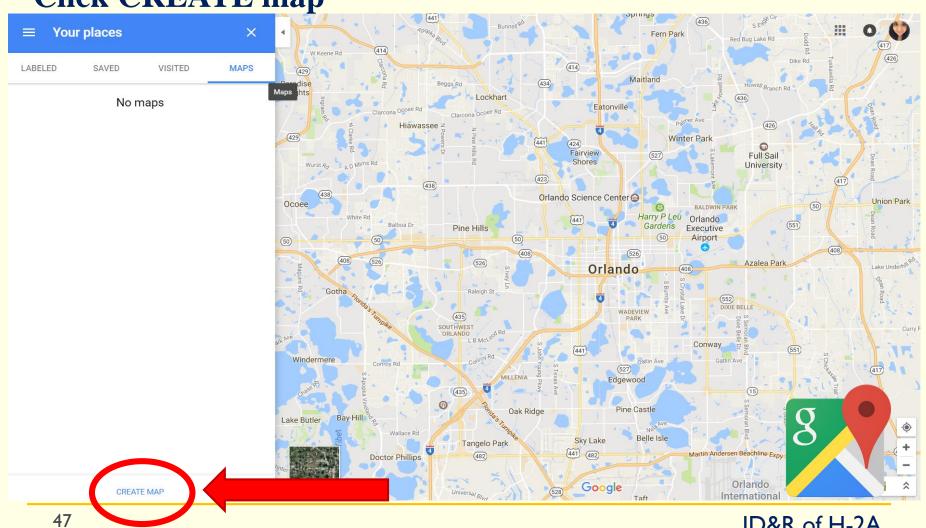


#### Click MAPS



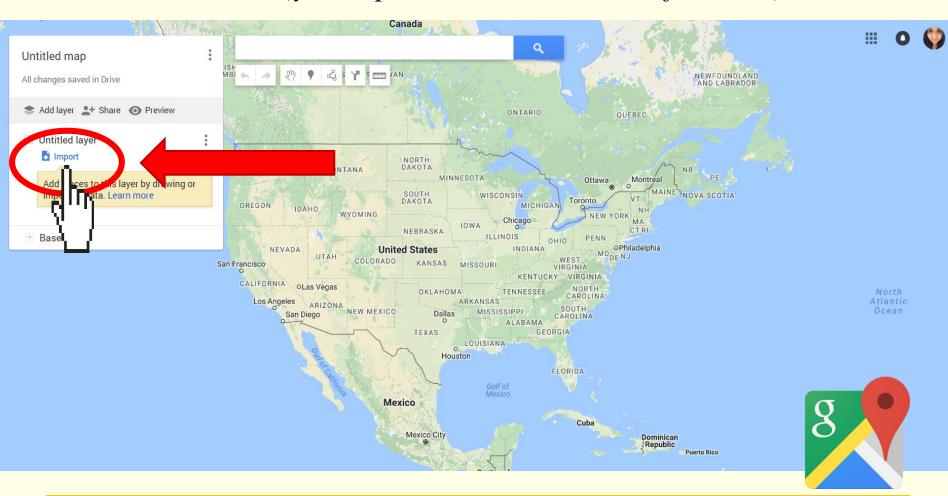


**Click CREATE map** 



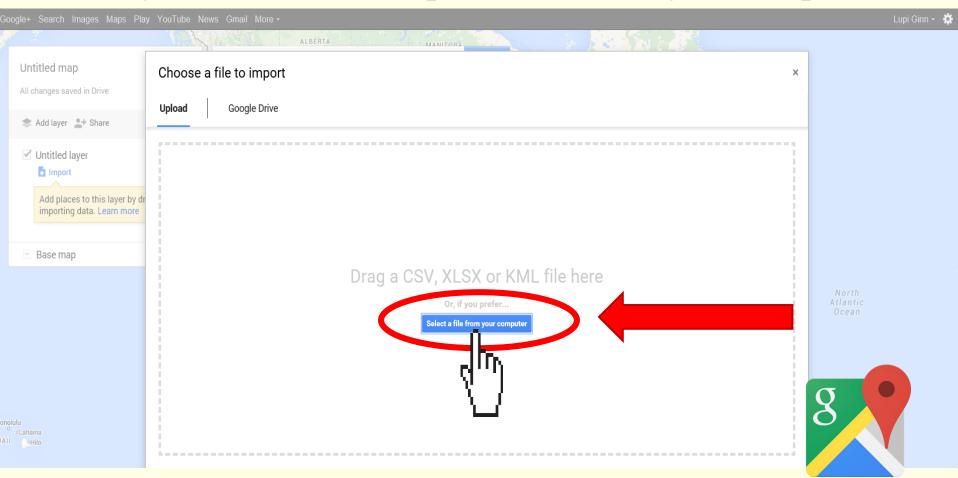


• Click IMPORT (your spreadsheet should be finished)



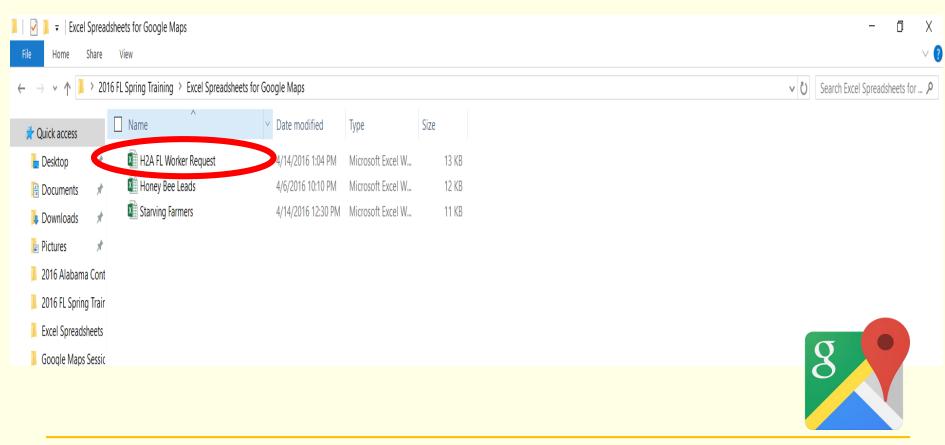


Select your desired Excel spreadsheet from your computer



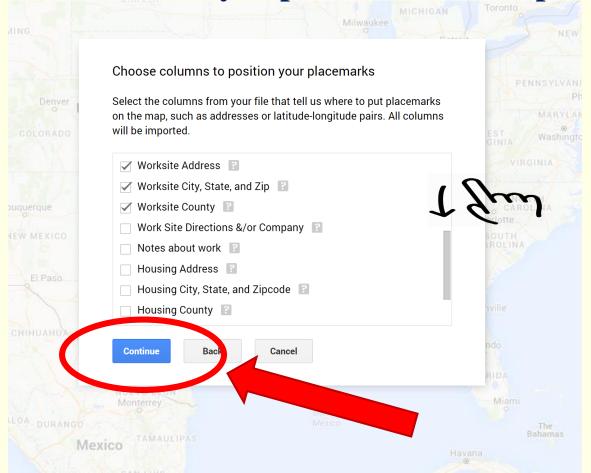


• Select your desired Excel spreadsheet from your computer (*Tip:* Keep all files on a separate folder for easy access)





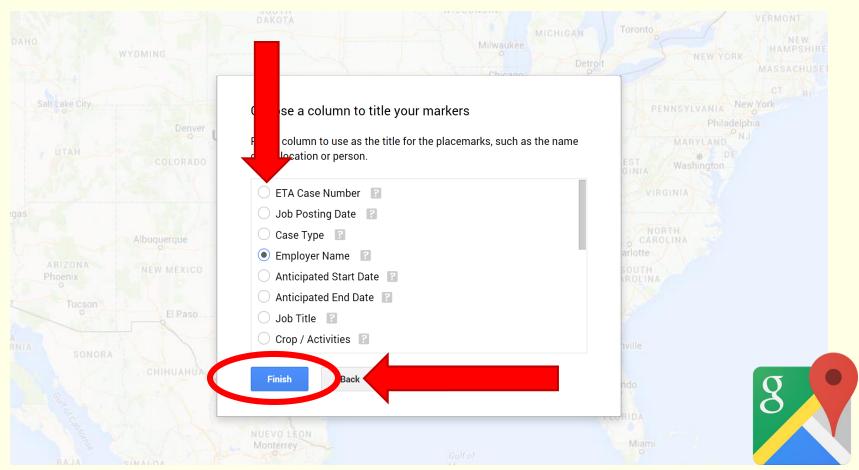
Select the columns for you placements on map





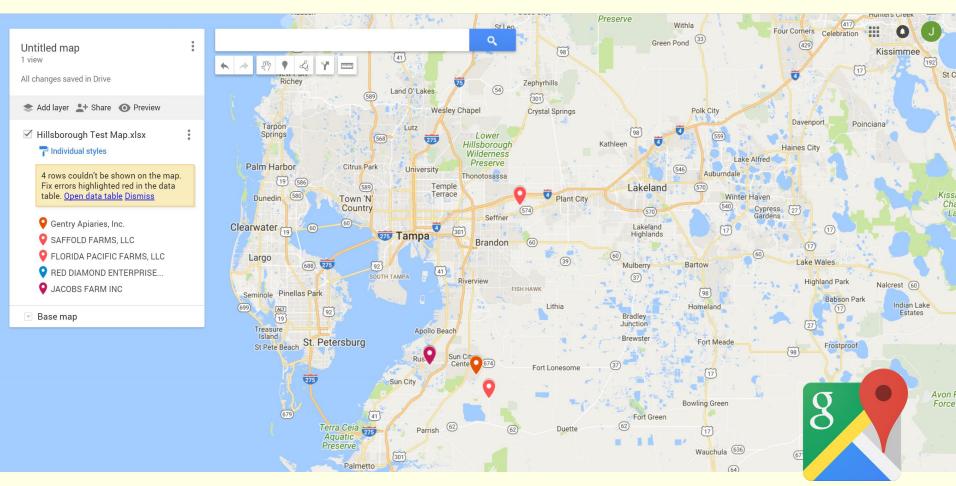


- Choose the title of your marker
- Click FINISH



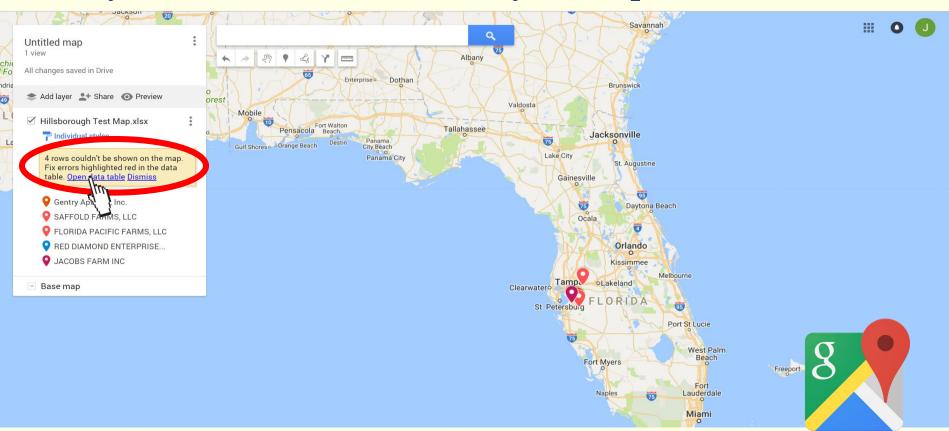


#### Your map will look like this...



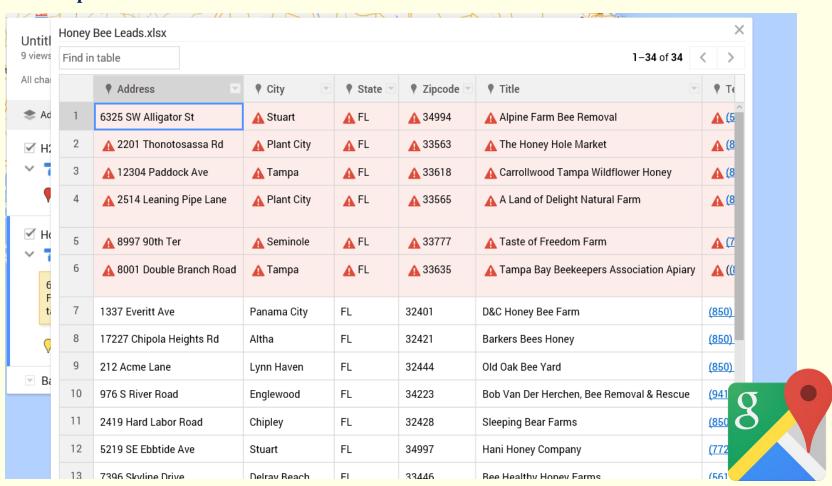


• Google will detect any incorrect addresses, these will appear on your data table but NOT on your map



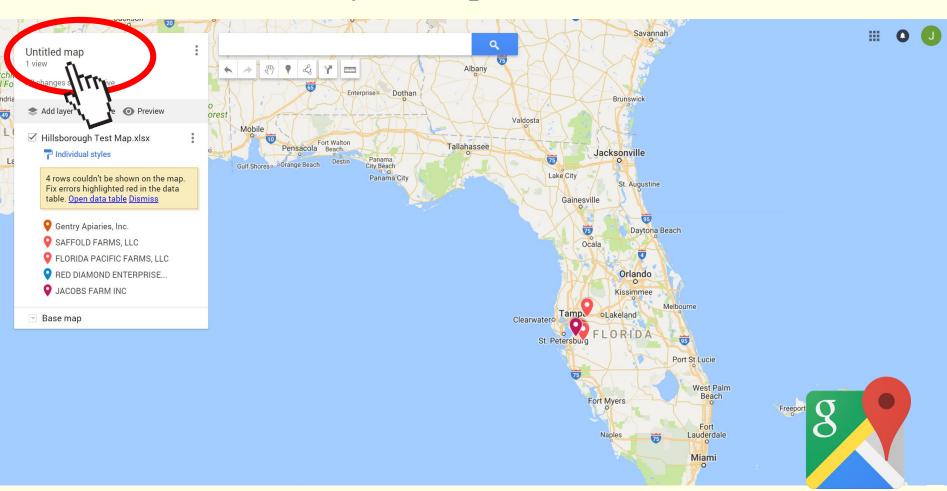


Click on open table to edit information



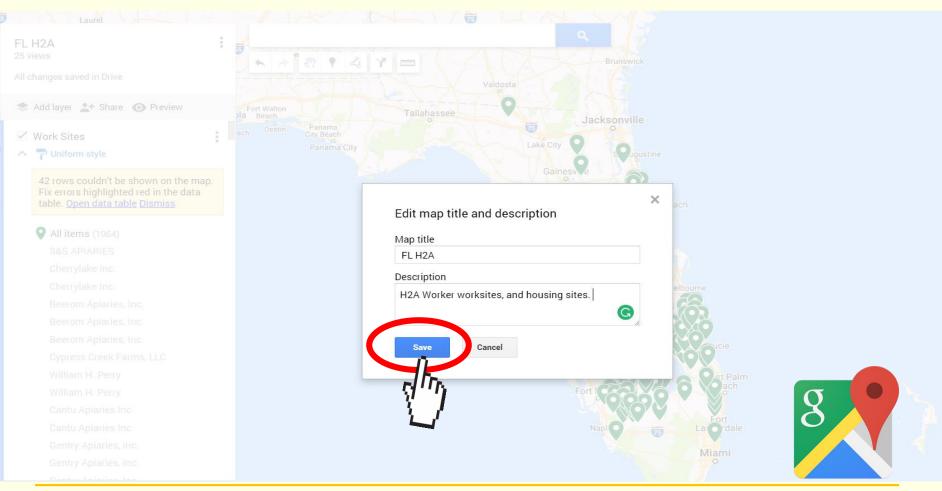


Click and add a title your map



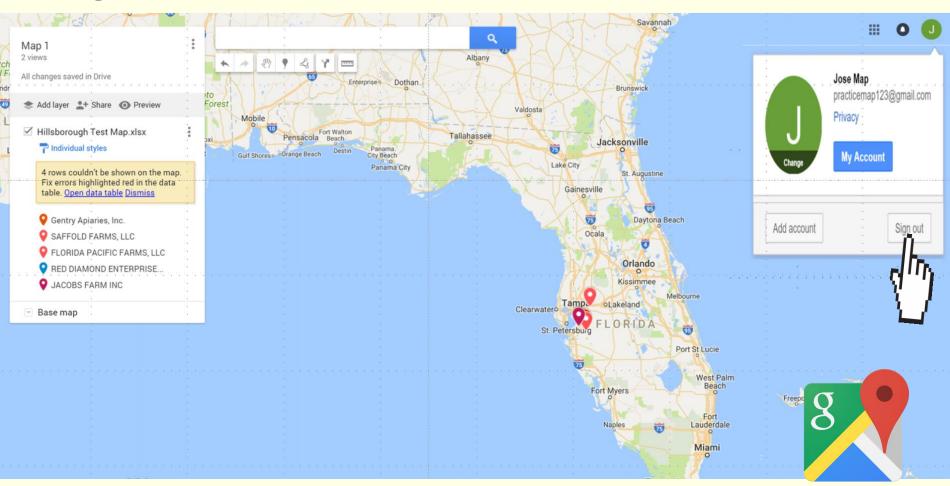


#### Save





#### Sign Out





#### Questions?

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