

Office of Foreign Labor Certification
2015 H-2B Interim Final Rule (IFR) Job Order Content Checklist
December 2015

A completed job order must be submitted to the State Workforce Agency (SWA) **at the same time** the employer submits the H-2B application and a copy of the job order to the Chicago National Processing Center (NPC). 20 CFR 655.16. The job order must offer 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. Each job qualification and requirement must be bona fide, disclosed in the job order, 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.

The job order must address the content requirements at 20 CFR § 655.18. Although each employer's job opportunity and business operation is unique, we provide below, where appropriate, example language that may help employers better understand how to disclose their obligations under the regulations. In addition, employers may use abbreviations so long as the abbreviation clearly and accurately captures the underlying job order content requirement.

- ✓ **Employer Information** - State the employer's name and contact information

Example: "ABC Landscaping located in Charlottesville, Virginia, Phone 999-999-999 or Fax 999-999-9999"

- ✓ **Job Information** - Indicate the job opportunity is temporary, full-time, and include the total number of openings

Example: "25 landscape laborers needed for temporary, full-time employment"

- ✓ **Job Duties and Requirements** - Describe the job opportunity, including job duties, minimum education and experience requirements, work hours and days, and anticipated start and end dates of work

Example: "Landscape and maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of mulch, mow, trim, plant, lay sod, water, fertilize, dig, rake and pull weeds. No education or prior work experience is required. Must be able to lift, push, pull, or carry objects up to 50lbs. Employer will offer 40 hours of work per week, Monday – Friday 6:00AM until 3:00PM, depending on weather conditions. Work on Saturdays may be required. Workers are needed to begin work on 2/15/2016 through 10/15/2016."

- ✓ **Worksite Location(s)** - Indicate the geographic area of intended employment with enough specificity to apprise applicants of any travel requirements and where they will likely have to reside to perform the job

Example: *“Work will be performed in multiple worksites throughout the Charlottesville area including the counties of Albermarle, Nelson, Fluvanna, and Greene.”*

- ✓ **Wage Offer(s) and Availability of Overtime Pay** - Include the wage offer or range of applicable wage offers, which must equal or exceed the highest of the prevailing wage or Federal, State, or local minimum wage. If applicable, state that overtime will be available and the overtime wage offer

Example: *“Workers will be paid no less than \$____ per hour. Overtime hours may vary, depending on weather or other conditions, and will be paid at \$____ per hour.”*

- ✓ **Availability of On-the-Job Training** - If applicable, state that on-the-job training will be provided

Example: *“The employer will provide on-the-job training in the proper use and maintenance of landscaping power tools and equipment.”*

- ✓ **Single Workweek for Pay** - State that a single workweek will be used in computing wage due

Example: *“The employer will use a single workweek as its standard for computing wages due.”*

- ✓ **Frequency of Pay** – State the frequency of pay to the workers

Example: *“Workers will be paid on Friday (bi-weekly) by check.”*

- ✓ **Provision of Board/Lodging or Other Facilities** - If an employer provides the worker with the option of board, lodging, or other facilities, including fringe benefits, or intends to assist workers to secure such lodging, this must be listed in the job order and the associated cost related to such provision of board, lodging or other facilities

Example: *None provided because the language depends greatly on the unique circumstances of the employer’s job opportunity and/or business operations.*

- ✓ **Deductions from the Worker's Paycheck** – State all deductions from the worker's paycheck required by law

Example: *"The employer will make all deductions from the worker's paycheck required by law."*

In addition and where applicable, specify any deductions not required by law the employer intends to make from the worker's paycheck (e.g., cost of board, lodging, or other facilities).

Example: None provided because the language depends greatly on the unique circumstances of the employer's job opportunity and/or business operations.

- ✓ **Inbound/Outbound Transportation and Subsistence** - Detail how the worker will be provided with or reimbursed for inbound transportation/daily subsistence, if the worker completes 50 percent of the employment period. Also, state that the employer will provide or pay for return transportation/daily subsistence, if the worker completes the employment period or is dismissed for any reason before the employment period ends. The current minimum and maximum amounts for subsistence expenses to be included in the job order are available on the OFLC Web site at http://www.foreignlaborcert.doleta.gov/meal_travel_subsistence.cfm

Example:

"If the worker completes 50 percent of the work contract period, the employer will [insert suggested language for option A, B, and/or C below]

Option A: *arrange and pay directly for transportation and subsistence*

Option B: *reimburse the worker for transportation and subsistence*

Option C: *provide advance payment for transportation and subsistence*

from the place of recruitment to the place of work. 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 return 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 subsistence will be provided at a rate of at least \$_____ p/day during travel to a maximum of \$_____ p/day with receipts."

- ✓ **Daily Transportation** - If applicable, state that daily transportation to and from the worksite will be provided

Example: “Workers are responsible for daily transportation to and from the designated pick-up location at the Charlottesville office. Employer will then provide each work crew with daily transportation among the worksite locations in Albermarle, Nelson, and Madison counties.”

- ✓ **First Work Week Reimbursement** - State that the employer will reimburse the worker in the first workweek for all visa, border, and related fees

Example: “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 (except passport fees).”

- ✓ **Provision of Tools, Supplies, and Equipment** - State that the employer will provide all tools, supplies, and equipment at no cost to the worker.

Example: “The employer will provide workers at no charge all tools, supplies, and equipment required to perform the job.”

- ✓ **3/4th Guarantee** - State that the employer guarantees to offer employment for a total number of work hours equal to at least three-fourths of the workdays in each 12-week period (or each 6-week period if the period of employment is less than 120 days). To help employers appropriately disclose this “three-fourths guarantee,” the following language may be included in the job order:

Example (for certified periods of employment lasting fewer than 120 days):

“The employer guarantees to offer work for hours equal to at least three-fourths of the workdays in each 6-week period of the total employment period.”

Example (for certified periods of employment lasting 120 days or more):

“The employer guarantees to offer work for hours equal to at least three-fourths of the workdays in each 12-week period of the total employment period.”

- ✓ **SWA Contact Information** - Instruct applicants to contact nearest office of the SWA and include the SWA contact information

Example: “Please inquire about the job opportunity or send applications and/or resumes, indicating availability, to the VEC office located in Charlottesville on 2211 Hydraulic Road. Phone (999) 999-9999.”