





H-2A Agricultural Clearance Order  
 Form ETA-790A  
 U.S. Department of Labor

**B. Minimum Job Qualifications/Requirements**

1. Education: minimum U.S. diploma/degree required. *			
<input checked="" type="checkbox"/> None <input type="checkbox"/> High School/GED <input type="checkbox"/> Associate's <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's or higher <input type="checkbox"/> Other degree (JD, MD, etc.)			
2. Work Experience: number of <u>months</u> required. *	2	3. Training: number of <u>months</u> required. *	0
4. Basic Job Requirements (check all that apply) §			
<input type="checkbox"/> a. Certification/license requirements <input type="checkbox"/> b. Driver requirements <input checked="" type="checkbox"/> c. Criminal background check <input checked="" type="checkbox"/> d. Drug screen <input checked="" type="checkbox"/> e. Lifting requirement <u>50</u> lbs.		<input checked="" type="checkbox"/> f. Exposure to extreme temperatures <input checked="" type="checkbox"/> g. Extensive pushing or pulling <input checked="" type="checkbox"/> h. Extensive sitting or walking <input checked="" type="checkbox"/> i. Frequent stooping or bending over <input checked="" type="checkbox"/> j. Repetitive movements	
5a. Supervision: does this position supervise the work of other employees? *		5b. If "Yes" to question 5a, enter the number of employees worker will supervise. §	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
6. Additional Information Regarding Job Qualifications/Requirements. *			
<i>(Please begin response on this form and use Addendum C if additional space is needed. If no additional skills or requirements, enter "NONE" below)</i> The employer may conduct drug/alcohol testing post-employment and at the employer's expense.  The employer may conduct criminal background checks post-employment and at the employer's expense.			

**C. Place of Employment Information**

1. Place of Employment Address/Location *				
11500 W 150 N				
2. City *	3. State *	4. Postal Code *	5. County *	
Kempton	Indiana	46049	Tipton County	
6. Additional Place of Employment Information. <i>(If no additional information, enter "NONE" below)</i> *				
Please note that the employer will utilize the housing as the designated pickup location.				
7. Is a completed <b>Addendum B</b> providing additional information on the places of employment and/or agricultural businesses who will employ workers, or to whom the employer will be providing workers, attached to this job order? *				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A

**D. Housing Information**

1. Housing Address/Location *				
East Street Inn & Suites 127 South East Street				
2. City *	3. State *	4. Postal Code *	5. County *	
Tipton	Indiana	46072	Tipton County	
6. Type of Housing <i>(check only one)</i> *			7. Total Units *	8. Total Occupancy *
<input type="checkbox"/> Employer-provided (including mobile or range) <input checked="" type="checkbox"/> Rental or public			20	80
9. Identify the entity that determined the housing met all applicable standards: *				
<input checked="" type="checkbox"/> Local authority <input checked="" type="checkbox"/> SWA <input type="checkbox"/> Other State authority <input type="checkbox"/> Federal authority <input type="checkbox"/> Other (specify): _____				
10. Additional Housing Information. <i>(If no additional information, enter "NONE" below)</i> *				
Employer has leased 40 rooms at the East Street Inn & Suites to accommodate 80 workers. Additional 8 rooms to accommodate 16 workers are leased at the Days Inn Kokomo.				
11. Is a completed <b>Addendum B</b> providing additional information on housing that will be provided to workers attached to this job order? *				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A

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**E. Provision of Meals**

1. Describe how the employer will provide each worker with three meals per day or furnish free and convenient cooking and kitchen facilities. \*  
 (Please begin response on this form and use Addendum C if additional space is needed.)  
 Workers residing in either housing location will receive three (3) catered meals by Tres Hernandez Nunez Tipton LLC. Breakfast will be delivered to the housing at 6:00 AM, Lunch will be delivered at 12:00 PM to each worksite listed within the ETA Form 790, and dinner will be delivered to the hotel at 5:30 PM. In the event of unforeseen weather, days workers aren't working, days workers finish work early, or days workers may be working late, meals will be delivered to either the hotel or worksites where workers are located at the times previously mentioned. The employer will charge the workers \$16.28 per day for the catered meals.

2. The employer: \*

<input type="checkbox"/> <b>WILL NOT</b> charge workers for meals.			
<input checked="" type="checkbox"/> <b>WILL</b> charge each worker for meals at	\$ 16 . 28	per day, if meals are provided.	

**F. Transportation and Daily Subsistence**

1. Describe the terms and arrangements for daily transportation the employer will provide to workers. \*  
 (Please begin response on this form and use Addendum C if additional space is needed.)  
 The employer will provide free transportation between the employer's housing and the worksite for any worker who is provided housing. The use of transportation by the worker is voluntary, and no worker will be required as a condition of employment to utilize the transportation offered by the employer.

2. Describe the terms and arrangements for providing workers with transportation (a) to the place of employment (i.e., inbound) and (b) from the place of employment (i.e., outbound). \*  
 (Please begin response on this form and use Addendum C if additional space is needed.)  
 After a worker has completed fifty percent of the work contract period, the employer will reimburse the worker for the cost of transportation and subsistence from the place the worker came from to the place of work, if such costs are borne by the worker.

3. During the travel described in Item 2, the employer will pay for or reimburse daily meals by providing each worker *	a. no less than	\$ 16 . 28	per day *
	b. no more than	\$ 68 . 00	per day with receipts

**G. Referral and Hiring Instructions**



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1. Explain how prospective applicants may be considered for employment under this job order, including verifiable contact information for the employer (or the employer's authorized hiring representative), methods of contact, and the days and hours applicants will be considered for the job opportunity. \*

(Please begin response on this form and use Addendum C if additional space is needed.)

See Addendum C

2. Telephone Number to Apply * +1 (863) 675-4585	3. Extension § N/A	4. Email Address to Apply * dkharvesting@aol.com
5. Website Address (URL) to Apply * N/A		

**H. Additional Material Terms and Conditions of the Job Offer**

1. Is a completed <b>Addendum C</b> providing additional information about the material terms, conditions, and benefits (monetary and non-monetary) that will be provided by the employer attached to this job order? *	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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**I. Conditions of Employment and Assurances for H-2A Agricultural Clearance Orders**

By virtue of my signature below, I **HEREBY CERTIFY** my knowledge of and compliance with applicable Federal, State, and local employment-related laws and regulations, including employment-related health and safety laws, and certify the following conditions of employment:

- JOB OPPORTUNITY:** Employer assures that the job opportunity identified in this clearance order (hereinafter also referred to as the "job order") is a full-time temporary position being placed with the SWA in connection with an *H-2A Application for Temporary Employment Certification* for H-2A workers and this clearance order satisfies the requirements for agricultural clearance orders in 20 CFR part 653, subpart F and the requirements set forth in 20 CFR 655, subpart B. This job opportunity offers 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-2A workers and complies with the requirements at 20 CFR part 655, subpart B. The job opportunity is open to any qualified U.S. worker regardless of race, color, national origin, age, sex, religion, handicap, or citizenship.
- NO STRIKE, LOCKOUT, OR WORK STOPPAGE:** Employer assures that this job opportunity, including all places of employment for which the employer is requesting temporary agricultural labor certification does not currently have workers on strike or being locked out in the course of a labor dispute. 20 CFR 655.135(b).
- HOUSING FOR WORKERS:** Employer agrees to provide or secure housing for the H-2A workers and those workers in corresponding employment who are not reasonably able to return to their residence at the end of the work day. That housing complies with the applicable local, State, and/or Federal standards and is sufficient to house the specified number of workers requested through the clearance system. The employer will provide the housing without charge to the worker. Any charges for rental housing will be paid directly by the employer to the owner or operator of the housing. If public accommodations or public housing are provided to workers, the employer agrees to pay all housing-related charges directly to the housing's management. The employer agrees that charges in the form of deposits for bedding or other similar incidentals related to housing (e.g., utilities) must not be levied upon workers. However, the employer may require workers to reimburse them for damage caused to housing by the individual worker(s) found to have been responsible for damage which is not the result of normal wear and tear related to habitation. When it is the prevailing practice in the area of intended employment and the occupation to provide family housing, the employer agrees to provide family housing at no cost to workers with families who request it. 20 CFR 655.122(d), 653.501(c)(3)(vi).  
  
*Request for Conditional Access to Intrastate or Interstate Clearance System:* Employer assures that the housing disclosed on this clearance order will be in full compliance with all applicable local, State, and/or Federal standards at least 20 calendar days before the housing is to be occupied. 20 CFR 653.502(a)(3). The Certifying Officer will not certify the application until the employer provides evidence that housing has been inspected and approved or, in the case of rental or public accommodations, is otherwise in full compliance.
- WORKERS' COMPENSATION COVERAGE:** Employer agrees to provide workers' compensation insurance coverage in compliance with State law covering injury and disease arising out of and in the course of the worker's employment. If the type of employment for which the certification is sought is not covered by or is exempt from the State's workers' compensation law, the employer agrees to provide, at no cost to the worker, insurance covering injury and disease arising out of and in the course of the worker's employment that will provide benefits at least equal to those provided under the State workers' compensation law for other comparable employment. 20 CFR 655.122(e).
- EMPLOYER-PROVIDED TOOLS AND EQUIPMENT:** Employer agrees to provide to the worker, without charge or deposit charge, all tools, supplies, and equipment required to perform the duties assigned. 20 CFR 655.122(f), .210(d), or .302(c).



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6. **MEALS:** Employer agrees to provide each worker with three meals a day or furnish free and convenient cooking and kitchen facilities to the workers that will enable the workers to prepare their own meals. Where the employer provides the meals, the job offer will state the charge, if any, to the worker for such meals. The amount of meal charges is governed by 20 CFR 655.173. 20 CFR 655.122(g). When a charge or deduction for the cost of meals would bring the worker's wage below the minimum wage set by the FLSA at 29 U.S.C. 206, the charge or deduction must meet the requirements of 29 U.S.C. 203(m) of the FLSA, including the recordkeeping requirements found at 29 CFR 516.27.

For workers engaged in the herding or production of livestock on the range, the employer agrees to provide each worker, without charge or deposit charge, (1) either three sufficient meals a day, or free and convenient cooking facilities and adequate provision of food to enable the worker to prepare his own meals. To be sufficient or adequate, the meals or food provided must include a daily source of protein, vitamins, and minerals; and (2) adequate potable water, or water that can be easily rendered potable and the means to do so. 20 CFR 655.210(e).

7. **TRANSPORTATION AND DAILY SUBSISTENCE:** Employer agrees to provide the following transportation and daily subsistence benefits to eligible workers.

A. *Transportation to Place of Employment (Inbound)*

If the worker completes 50 percent of the work contract period, and the employer did not directly provide such transportation or subsistence or otherwise has not yet paid the worker for such transportation or subsistence costs, the employer agrees to reimburse the worker for reasonable costs incurred by the worker for transportation and daily subsistence from the place from which the worker came to work for the employer to the employer's place of employment, whether in the U.S. or abroad. The amount of the transportation payment must be no less (and is not required to be more) than the most economical and reasonable common carrier transportation charges for the distances involved. The amount the employer will pay for daily subsistence expenses are those amounts disclosed in this clearance order, which are at least as much as the employer would charge the worker for providing the worker with three meals a day during employment (if applicable), but in no event will be less than the amount permitted under 20 CFR 655.173(a). The employer understands that the Fair Labor Standards Act applies independently of the H-2A requirements and imposes obligations on employers regarding payment of wages. 20 CFR 655.122(h)(1).

B. *Transportation from Place of Employment (Outbound)*

If the worker completes the work contract period, or is terminated without cause, and the worker has no immediate subsequent H-2A employment, the employer agrees to 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, departed to work for the employer. Return transportation will not be provided to workers who voluntarily abandon employment before the end of the work contract period, or who are terminated for cause, if the employer follows the notification requirements in 20 CFR 655.122(n).

If the worker has contracted with a subsequent employer who has not agreed in such work contract to provide or pay for the worker's transportation and daily subsistence expenses from the employer's place of employment to such subsequent employer's place of employment, the employer must provide for such expenses. If the worker has contracted with a subsequent employer who has agreed in such work contract to provide or pay for the worker's transportation and daily subsistence expenses from the employer's place of employment to such subsequent employer's place of employment, the subsequent employer must provide or pay for such expenses.

The employer is not relieved of its obligation to provide or pay for return transportation and subsistence if an H-2A worker is displaced as a result of the employer's compliance with the employer's obligation to hire U.S. workers who apply or are referred after the employer's date of need during the recruitment period set out in 20 CFR 655.135(d). 20 CFR 655.122(h)(2).

C. *Daily Transportation*

Employer agrees to provide transportation between housing provided or secured by the employer and the employer's place(s) of employment at no cost to the worker. 20 CFR 655.122(h)(3).

D. *Compliance with Transportation Standards*

Employer assures that all employer-provided transportation will comply with all applicable Federal, State, or local laws and regulations. Employer agrees to provide, at a minimum, the same transportation safety standards, driver licensure, and vehicle insurance as required under 29 U.S.C. 1841 and 29 CFR 500.104 or 500.105 and 29 CFR 500.120 to 500.128. If workers' compensation is used to cover transportation, in lieu of vehicle insurance, the employer will ensure that such workers' compensation covers all travel or that vehicle insurance exists to provide coverage for travel not covered by workers' compensation. Employer agrees to have property damage insurance. 20 CFR 655.122(h)(4).

8. **THREE-FOURTHS GUARANTEE:** Employer agrees to offer the worker employment for a total number of work hours equal to at least three-fourths of the workdays of the total period beginning with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ending on the expiration date specified in the work contract or in its extensions, if any. 20 CFR 655.122(i).

The employer may offer the worker more than the specified hours of work on a single workday. For purposes of meeting the three-fourths guarantee, the worker will not be required to work for more than the number of hours specified in the job order for a workday, or on the worker's Sabbath or Federal holidays. If, during the total work contract period, the employer affords the U.S. or H-2A worker less employment than that required under this guarantee, the employer will pay such worker the amount the worker would have earned had the worker, in fact, worked for the guaranteed number of days. An employer will not be considered to have met the work guarantee if the employer has merely offered work on three-fourths of the workdays if each workday did not consist of a full number of hours of work time as specified in the job order. All hours of work actually performed may be counted by the employer in calculating whether the period of guaranteed employment has been met. Any hours the worker fails to work, up to a maximum of the number of hours specified in the job order for a workday, when the worker has been offered an opportunity to work, and all hours of work actually performed (including voluntary work over 8 hours in a workday or on the worker's Sabbath or Federal holidays), may be counted by the employer in calculating whether the period of guaranteed employment has been met. 20 CFR 655.122(i).

If the worker is paid on a piece rate basis, the employer agrees to use the worker's average hourly piece rate earnings or the required hourly wage rate, whichever is higher, to calculate the amount due under the three-fourths guarantee. 20 CFR 655.122(i).



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If the worker voluntarily abandons employment before the end of the period of employment set forth in the job order, or is terminated for cause, and the employer follows the notification requirements in 20 CFR 655.122(n), the worker is not entitled to the three-fourths guarantee. The employer is not liable for payment of the three-fourths guarantee to an H-2A worker whom the Department of Labor certifies is displaced due to the employer's requirement to hire qualified and available U.S. workers during the recruitment period set out in 20 CFR 655.135(d), which lasts until 50 percent of the period of the work contract has elapsed (50 percent rule). 20 CFR 655.122(i).

**Important Note:** In circumstances where the work contract is terminated due to contract impossibility under 20 CFR 655.122(o), the three-fourths guarantee period ends on the date of termination.

9. **EARNINGS RECORDS:** Employer agrees to keep accurate and adequate records with respect to the workers' earnings at the place or places of employment, or at one or more established central recordkeeping offices where such records are customarily maintained. The records must include each worker's permanent address, and, when available, permanent email address, and phone number(s). All records must be available for inspection and transcription by the Department of Labor or a duly authorized and designated representative, and by the worker and representatives designated by the worker as evidenced by appropriate documentation. Where the records are maintained at a central recordkeeping office, other than in the place or places of employment, such records must be made available for inspection and copying within 72 hours following notice from the Department of Labor, or a duly authorized and designated representative, and by the worker and designated representatives. The content of earnings records must meet all regulatory requirements and be retained by the employer for a period of not less than 3 years after the date of certification by the Department of Labor. 20 CFR 655.122(j).

10. **HOURS AND EARNINGS STATEMENTS:** Employer agrees to furnish to the worker on or before each payday in one or more written statements the following information: (1) the worker's total earnings for the pay period; (2) the worker's hourly rate and/or piece rate of pay; (3) the hours of employment offered to the worker (showing offers in accordance with the three-fourths guarantee as determined in 20 CFR 655.122(i), separate from any hours offered over and above the guarantee); (4) the hours actually worked by the worker; (5) an itemization of all deductions made from the worker's wages; (6) if piece rates are used, the units produced daily; (7) beginning and ending dates of the pay period; and (8) the employer's name, address and FEIN. 20 CFR 655.122(k).

For workers engaged in the herding or production of livestock on the range, the employer is exempt from recording and furnishing the hours actually worked each day, the time the worker begins and ends each workday, as well as the nature and amount of work performed, but otherwise must comply with the earnings records and hours and earnings statement requirements set out in 20 CFR 655.122(j) and (k). The employer agrees to keep daily records indicating whether the site of the employee's work was on the range or off the range. If the employer prorates a worker's wage because of the worker's voluntary absence for personal reasons, it must also keep a record of the reason for the worker's absence. 20 CFR 655.210(f).

11. **RATES OF PAY:** The employer agrees that it will offer, advertise in its recruitment, and pay at least the Adverse Effect Wage Rate (AEWR), a prevailing wage rate, the agreed-upon collective bargaining rate, the Federal minimum wage, or the State minimum wage, whichever is highest, for every hour or portion thereof worked during a pay period. If the offered wage(s) disclosed in this clearance order is/are based on commission, bonuses, or other incentives, the employer guarantees the wage paid on a weekly, semi-monthly, or monthly basis will equal or exceed the AEWR, prevailing wage rate, Federal minimum wage, State minimum wage, or any agreed-upon collective bargaining rate, whichever is highest. If the applicable AEWR or prevailing wage is adjusted during the contract period, and that new rate is higher than the highest of the AEWR, the prevailing wage, the collective bargaining rate, the Federal minimum wage, or the State minimum wage, the employer will increase the pay of all employees in the same occupation to the higher rate no later than the effective date of the adjustment. If the new AEWR or prevailing wage is lower than the rate guaranteed on this job order, the employer will continue to pay at least the rate guaranteed on this job order.

If the worker is paid on a piece rate basis, the piece rate must be no less than the prevailing piece rate for the crop activity or agricultural activity and, if applicable, a distinct work task or tasks performed in that activity in the geographic area, if one has been issued. At the end of the pay period, if the piece rate does not result in average hourly piece rate earnings during the pay period at least equal to the amount the worker would have earned had the worker been paid at the appropriate hourly rate, the employer agrees to supplement the worker's pay at that time so that the worker's earnings are at least as much as the worker would have earned during the pay period if the worker had instead been paid at the appropriate hourly wage rate for each hour worked. 20 CFR 655.120, 655.122(l).

For workers engaged in the herding or production of livestock on the range, the employer agrees to pay the worker at least the monthly AEWR, the agreed-upon collective bargaining wage, or the applicable minimum wage imposed by Federal or State law or judicial action, in effect at the time work is performed, whichever is highest, for every month of the job order period or portion thereof. If the offered wage disclosed in this clearance order is based on commissions, bonuses, or other incentives, the employer guarantees that the wage paid will equal or exceed the monthly AEWR, the agreed-upon collective bargaining wage, or the applicable minimum wage imposed by Federal or State law or judicial action, whichever is highest, and will be paid to each worker free and clear without any unauthorized deductions. The employer may prorate the wage for the initial and final pay periods of the job order period if its pay period does not match the beginning or ending dates of the job order. The employer also may prorate the wage if an employee is voluntarily unavailable to work for personal reasons. 20 CFR 655.210(g).

12. **FREQUENCY OF PAY:** Employer agrees to pay workers when due based on the frequency disclosed in this clearance order. 20 CFR 655.122(m).
13. **ABANDONMENT OF EMPLOYMENT OR TERMINATION FOR CAUSE:** If a worker voluntarily abandons employment before the end of the contract period, or is terminated for cause, the employer is not responsible for providing or paying for the subsequent transportation and subsistence expenses of that worker, and that worker is not entitled to the three-fourths guarantee, if the employer notifies the U.S. Department of Labor and, if applicable, the Department of Homeland Security, in writing or by any other method specified by the Department of Labor or the Department of Homeland Security in the *Federal Register*, not later than 2 working days after the abandonment or termination occurs. A worker will be deemed to have abandoned the work contract after the worker fails to show up for work at the regularly scheduled time for 5 consecutive work days without the consent of the employer. 20 CFR 655.122(n).
14. **CONTRACT IMPOSSIBILITY:** The work contract may be terminated before the end date of work specified in the work contract if the services of the workers are no longer required for reasons beyond the control of the employer due to fire, weather, or other Act of God that makes fulfillment of the contract impossible, as determined by the Department of Labor. In the event that the work contract is terminated, the employer agrees to fulfill the three-fourths guarantee for the time that has elapsed from the start date of work specified in the work contract to the date of termination. The employer also agrees that it will make efforts to transfer the worker to other comparable employment acceptable



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to the worker and consistent with existing immigration laws. In situations where a transfer is not affected, the employer agrees to return the worker at the employer's expense to the place from which the worker, disregarding intervening employment, came to work for the employer, or transport the worker to his/her next certified H-2A employer, whichever the worker prefers. The employer will also reimburse the worker the full amount of any deductions made by the employer from the worker's pay for transportation and subsistence expenses to the place of employment. The employer will also pay the worker for any transportation and subsistence expenses incurred by the worker to that employer's place of employment. The amounts the employer will pay for subsistence expenses per day are those amounts disclosed in this clearance order. The amount of the transportation payment must not be less (and is not required to be more) than the most economical and reasonable common carrier transportation charges for the distances involved. 20 CFR 655.122(o).

The employer is not required to pay for transportation and daily subsistence from the place of employment to a subsequent employer's place of employment if the worker has contracted with a subsequent employer who has agreed to provide or pay for the worker's transportation and subsistence expenses from the present employer's place of employment to the subsequent employer's place of employment. 20 CFR 655.122(h)(2).

15. **DEDUCTIONS FROM WORKER'S PAY:** Employer agrees to make all deductions from the worker's paycheck required by law. This job offer discloses all deductions not required by law which the employer will make from the worker's paycheck and all such deductions are reasonable, in accordance with 20 CFR 655.122(p) and 29 CFR part 531. The wage requirements of 20 CFR 655.120 will not be met where undisclosed or unauthorized deductions, rebates, or refunds reduce the wage payment made to the employee below the minimum amounts required under 20 CFR part 655, subpart B, or where the employee fails to receive such amounts free and clear because the employee kicks back directly or indirectly to the employer or to another person for the employer's benefit the whole or part of the wage delivered to the employee. 20 CFR 655.122(p).
16. **DISCLOSURE OF WORK CONTRACT:** Employer agrees to provide a copy of the work contract to an H-2A worker no later than the time at which the worker applies for the visa, or to a worker in corresponding employment no later than on the day work commences. For an H-2A worker coming to the employer from another H-2A employer or who does not require a visa for entry to the United States, the employer agrees to provide a copy of the work contract no later than the time an offer of employment is made to the H-2A worker. A copy of the work contract will be provided to each worker in a language understood by the worker, as necessary or reasonable. In the absence of a separate, written work contract entered into between the employer and the worker, the work contract at minimum will be the terms of this clearance order, including all Addenda, the certified *H-2A Application for Temporary Employment Certification* and any obligations required under 8 U.S.C. 1188, 29 CFR part 501, or 20 CFR part 655, subpart B. 20 CFR 655.122(q).
17. **ADDITIONAL ASSURANCES FOR CLEARANCE ORDERS:**
  - A. Employer agrees to provide to workers referred through the clearance system the number of hours of work disclosed in this clearance order for the week beginning with the anticipated first date of need, unless the employer has amended the first date of need at least 10 business days before the original first date of need by so notifying the Order-Holding Office (OHO) in writing (e.g., email notification). The employer understands that it is the responsibility of the SWA to make a record of all notifications and attempt to inform referred workers of the amended first date of need expeditiously. 20 CFR 653.501(c)(3)(i).  
  
If there is a change to the anticipated first date of need, and the employer fails to notify the OHO at least 10 business days before the original first date of need, the employer agrees that it will pay eligible workers referred through the clearance system the specified rate of pay disclosed in this clearance order for the first week starting with the originally anticipated first date of need or will provide alternative work if such alternative work is stated on the clearance order. 20 CFR 653.501(c)(5).
  - B. Employer agrees that no extension of employment beyond the period of employment specified in the clearance order will relieve it from paying the wages already earned, or if specified in the clearance order as a term of employment, providing transportation from the place of employment, as described in paragraph 7.B above. 20 CFR 653.501(c)(3)(ii).
  - C. Employer assures that all working conditions comply with applicable Federal and State minimum wage, child labor, social security, health and safety, farm labor contractor registration, and other employment-related laws. 20 CFR 653.501(c)(3)(iii).
  - D. Employer agrees to expeditiously notify the OHO or SWA by emailing and telephoning immediately upon learning that a crop is maturing earlier or later, or that weather conditions, over-recruitment, or other factors have changed the terms and conditions of employment. 20 CFR 653.501(c)(3)(iv).
  - E. If acting as a farm labor contractor (FLC) or farm labor contractor employee (FLCE) on this clearance order, the employer assures that it has a valid Federal FLC certificate or Federal FLCE identification card and when appropriate, any required State FLC certificate. 20 CFR 653.501(c)(3)(v).
  - F. Employer assures that outreach workers will have reasonable access to the workers in the conduct of outreach activities pursuant to 20 CFR 653.107. 20 CFR 653.501(c)(3)(vii).

*I declare under penalty of perjury that I have read and reviewed this clearance order, including every page of this Form ETA-790A and all supporting addendums, and that to the best of my knowledge, the information contained therein is true and accurate. This clearance order describes the actual terms and conditions of the employment being offered by me and contains all the material terms and conditions of the job. 20 CFR 653.501(c)(3)(viii). I understand that to knowingly furnish materially false information in the preparation of this form and/or any supplement thereto or to aid, abet, or counsel another to do so is a federal offense punishable by fines, imprisonment, or both. 18 U.S.C. §§ 2, 1001.*

1. Last (family) name * Synan	2. First (given) name * Christine	3. Middle initial § A
4. Title * H2A Coordinator		

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5. Signature (or digital signature) * Digital Signature Verified and Retained By <i>Certifying Officer</i>	6. Date signed * 3/26/2026
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For Public Burden Statement, see the Instructions for Form ETA-790/790A.

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**A.9. Additional Crop or Agricultural Activities and Wage Offer Information**

Crop ID	Crop or Agricultural Activity	Wage Offer	Per	Piece Rate Units / Estimated Hourly Rate / Special Pay Information
Corn	Detassel Corn	\$ 70 . 00	Piece Rate	Detassel Corn: \$70.00/clean acre (to be paid at \$40 for 1st pass, \$20 for second pass, \$10 for 3rd pass); \$14.93/\$13.66 per hour guaranteed (minimum 0.10 acres per hour). The average worker can complete one acre in 3.65 hours. The first pass usually takes roughly 2 hours which results in an hourly rate of \$40.00/hour. The second pass usually takes 1 hour which results in an hourly rate of \$20.00/hour. The last pass takes roughly a half-hour which results in an hourly rate of \$14.93 or \$13.66.
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**For Public Burden Statement, see the Instructions for Form ETA-790/790A.**

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**C. Additional Place of Employment Information**

1. Name of Agricultural Business §	2. Place of Employment *	3. Additional Place of Employment Information §	4. Begin Date §	5. End Date §	6. Total Workers §
Total Seed Production	8508 W County Road 125 N Tipton, Indiana 46072 TIPTON COUNTY		6/5/2026	8/10/2026	96
Total Seed Production	1501 N 1175 W Kempton, Indiana 46049 TIPTON COUNTY		6/5/2026	8/10/2026	96
Total Seed Production	7301 W 50 S Tipton, Indiana 46072 TIPTON COUNTY		6/5/2026	8/10/2026	96
Total Seed Production	101 W Division Road Tipton, Indiana 46072 TIPTON COUNTY		6/5/2026	8/10/2026	96
Total Seed Production	759 S 900 W Kempton, Indiana 46049 TIPTON COUNTY		6/5/2026	8/10/2026	96
Total Seed Production	20 N 1200 E Greentown, Indiana 46936 HOWARD COUNTY		6/5/2026	8/10/2026	96
Total Seed Production	11234 W 300 N Kempton, Indiana 46049 TIPTON COUNTY		6/5/2026	8/10/2026	96
Total Seed Production	11587 W 300 N Kempton, Indiana 46049 TIPTON COUNTY		6/5/2026	8/10/2026	96
Total Seed Production	11500 W 150 N Kempton, Indiana 46049 TIPTON COUNTY		6/5/2026	8/10/2026	96
Total Seed Production	2011 N 1100 W Kempton, Indiana 46049 TIPTON COUNTY		6/5/2026	8/10/2026	96

**D. Additional Housing Information**

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**C. Additional Place of Employment Information**

1. Name of Agricultural Business §	2. Place of Employment *	3. Additional Place of Employment Information §	4. Begin Date §	5. End Date §	6. Total Workers §
Total Seed Production	4874 W 100 S Tipton, Indiana 46072 TIPTON COUNTY		6/5/2026	8/10/2026	96

**D. Additional Housing Information**



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1. Type of Housing *	2. Physical Location *	3. Additional Housing Information §	4. Total Units *	5. Total Occupancy *	6. Inspection Entity *
<input type="checkbox"/> Employer-provided <input checked="" type="checkbox"/> Rental or public accommodations	3980 S Reed Road Kokomo, Indiana 46902 HOWARD COUNTY	Days Inn Kokomo. D & K Harvesting has rented 8 rooms to accommodate 16 workers with 2 workers per room.	8	20	<input checked="" type="checkbox"/> Local authority <input checked="" type="checkbox"/> SWA <input type="checkbox"/> Other State authority <input type="checkbox"/> Federal authority <input type="checkbox"/> Other _____
<input type="checkbox"/> Employer-provided <input type="checkbox"/> Rental or public accommodations					<input type="checkbox"/> Local authority <input type="checkbox"/> SWA <input type="checkbox"/> Other State authority <input type="checkbox"/> Federal authority <input type="checkbox"/> Other _____
<input type="checkbox"/> Employer-provided <input type="checkbox"/> Rental or public accommodations					<input type="checkbox"/> Local authority <input type="checkbox"/> SWA <input type="checkbox"/> Other State authority <input type="checkbox"/> Federal authority <input type="checkbox"/> Other _____
<input type="checkbox"/> Employer-provided <input type="checkbox"/> Rental or public accommodations					<input type="checkbox"/> Local authority <input type="checkbox"/> SWA <input type="checkbox"/> Other State authority <input type="checkbox"/> Federal authority <input type="checkbox"/> Other _____
<input type="checkbox"/> Employer-provided <input type="checkbox"/> Rental or public accommodations					<input type="checkbox"/> Local authority <input type="checkbox"/> SWA <input type="checkbox"/> Other State authority <input type="checkbox"/> Federal authority <input type="checkbox"/> Other _____

**For Public Burden Statement, see the Instructions for Form ETA-790/790A.**



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**H. Additional Material Terms and Conditions of the Job Offer**

*a. Job Offer Information 1*

1. Section/Item Number *	<b>A.8a</b>	2. Name of Section or Category of Material Term or Condition *	<b>Job Duties</b>
<p><b>3. Details of Material Term or Condition (up to 3,500 characters) *</b>                  D &amp; K Harvesting attests and confirms that no workers will be charged any fee to obtain a job with the company.</p> <p>The job requires a minimum of two months of experience in tasks associated with farm experience.</p> <p>In order to perform this kind of work must be able to work outside for at least seven-7 hours a day in all kinds of weather and be in possession of the requisite strength and endurance, working quickly and skillfully with their hands.</p> <p>Detasseling corn: Workers must comprise the ability to interpret the difference between male and female seed plants. Workers are required to remove all tassels from female rows of corn at the minimum rate of 0.10 acres per hour. If a worker does not detassel at the minimum rate of 0.10 acres per hour they will slow down the productivity of other workers who will have to account for the ineffective workers? negligence. Also, a worker moving at a pace of less than 0.10 acres per hour will fail to meet the federal minimum wage standard. It is important to pull tassels in a timely fashion to avoid the production of pollen. If pollen is allowed to be produced the crop will be jeopardized. Tassels must be pulled straight out of the top of the corn plant, leaving all leaves with the plant. Workers are required to scan each row high and low to make certain all tassels are removed. In some fields, a cutter machine will cut the tips of the tassels from the female plants, followed by a puller machine that will go through and pull 40% - 85% of the tassels. Detassellers will then go through the fields to remove the remaining partial tassels that are not missed by the machine. Detassellers must remove 99.7% - 100% of the tassels in the female rows to discourage a female corn plant from pollinating itself. Meaning that crews can only miss three (3) of every thousand (1,000) plants before the job is deemed complete. When a worker misses more than three (3) tassels every thousand (1000) plants an inspector will deem the job a failure, requesting that workers re-inspect the field to confirm the removal of missed tassels. If the worker is not mindful and removes leaves unnecessarily or does not entirely remove tassels the crop will be harmed. Consequently, if workers are not cognizant of the noted standards one must maintain to detassel corn the crop will be damaged and adversely affect productivity.</p> <p>Rogueing: Workers will walk through the aisles looking for an removing any plants that are damaged, appear unhealthy or have undesirable characteristics.</p> <p>Assisting in the cleanup of equipment and work area during hybrid code changes. Cleaning the lawn area around the harvest complex, as well as cleaning the work area at the end of the shift.</p> <p>All employees must follow all quality control and safety measures while using personal protective equipment. The duties and responsibilities of workers may be revised verbally and/or in writing, as needed by the location manager and/or field supervisor.</p> <p>Other Requirements: Workers seeking employment under this job order must be available for the entire period requested by the employer. Workers may transport fellow workers to and from the housing unit to the worksite and errands.</p> <p>The employer retains the right to discharge any unqualified worker, malingerer, or recalcitrant worker who is physically able to complete the work but does not demonstrate a willingness to perform the work necessary for the employer to grow a premium quality product, or for any other lawful reason.</p> <p>Sanitation Requirements: For food and general safety purposes, all workers will be required and expected to always follow common sanitary practices. This is critical when working in crops for human consumption. Employees are required to cleanse their hands by washing them thoroughly with soap and water after using the bathroom and before entering the fields. All workers must report all injuries and illnesses to their employer.</p>			

*b. Job Offer Information 2*

1. Section/Item Number *	<b>G.1</b>	2. Name of Section or Category of Material Term or Condition *	<b>Referral and Hiring Instructions</b>
<p><b>3. Details of Material Term or Condition (up to 3,500 characters) *</b>                  Workers are screened for compliance with the following criteria: a) confirm ability, availability, qualifications and willingness to perform work described and confirm intention to work the entire season; b) local workers confirm availability and reliable daily transportation to and from the job site for the entire season. Non-local workers confirm availability of transportation to job site to begin work; c) confirmation of full disclosure of all terms, conditions, and nature of work; d) confirmation of legal qualifications to work in the U.S. The employer may terminate the worker (foreign and/or domestic) with notification to the employer service if employer discovers a criminal conviction record or status as a registered sex offender that employer reasonably believes, consistent with current law, will impair the safety and living conditions of other workers.</p> <p>Interested candidates are to contact their local State Workforce Agency (SWA). Candidates should be fully apprised by the local SWA office of the terms, conditions and nature of employment prior to referral and may be given a copy of the ETA Form 790 and its corresponding attachments. SWA agents who have screened candidates for all season availability, legality to work in the US, and who are willing, able and qualified to perform the job duties may forward the referral information to Andy Paulet or Anita Coronado by telephone: 863-675-4585 or fax to 863-675-0637. Collect calls will not be accepted. The office hours are Monday through Friday from 9:00 a.m. and 11:00 a.m. and 1:00 p.m. to 3:00 p.m. All local interstate applicants may apply directly to the employer. The employer will contact all applicants who have submitted an application by fax to conduct an interview.</p> <p>The employer utilizes the E-Verify system. All workers must provide documentation required to enable the employer to comply with the employment verification requirements of IRCA. Applicants referred on this job order should be advised that they must possess legal, suitable documents to complete Form I-9 as required by USCIS and the Department of Homeland Security within three (3) days of employment pursuant to U.S. law. The employer will abide by the requirements and assurances of 20 CFR 653.501 in the processing and/or hiring of individuals referred through the clearance system.</p> <p>Person seeking employment as a farm laborer must be available for the entire period requested by the employer, possess 2 months experience hand harvesting fruits and vegetables with verifiable sources, may be subject to a post hire background check at no expense of their own and pass a post-hire free of charge drug test. These steps are intended to ensure that the safety of the work environment and end consumer is not compromised as mandated by the Global G.A.P Audit, the FDA Food Safety Modernization Act (FSMA) and the USDA Good Agricultural Practices &amp; Good Handling Practices Audit. Convictions of criminal conduct that present a potential compromise of food security in accordance with the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 will be cause for discharge. The employer may terminate the worker (foreign and/or domestic) with notification to the employment service if employer discovers a criminal conviction record or status as a registered sex offender that employer reasonably believes, consistent with current law, will impair the safety and living conditions of other workers. Although an international or US drivers license is not required, all applicants must be in compliance with Federal, State and local licensing requirements for safe employer vehicle operation. Applicants who have been disbarred from licensing for multiple DUIs will not be eligible.</p>			

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**H. Additional Material Terms and Conditions of the Job Offer**

*c. Job Offer Information 3*

1. Section/Item Number *	F.2	2. Name of Section or Category of Material Term or Condition *	Inbound/Outbound Transportation - Inbound/Outbound Con't
<p>3. Details of Material Term or Condition (<i>up to 3,500 characters</i>) *</p> <p>The employer will not repay transportation for workers that do not have legal, suitable documents to comply with DHS/USCIS (Form I-9), are discharged for lawful job-related reason, apply for employment knowingly unable to perform the job activities, or who abandon employment. This benefit is not applicable to local workers who are not eligible for employer-provided housing. Upon completion of the work contract, the employer will pay economic costs of a worker's subsistence and return transportation to the place of recruitment, except when the worker will not be returning to the place of recruitment due to subsequent employment with another employer who agrees to pay such costs, the employer will then only pay for the transportation to the next job.</p> <p>The amount of such transportation payment will be equal to the worker's actual transportation costs not to exceed the most economical and reasonable common carrier transportation charges for the distance involved. The employer reserves the right to charter or to otherwise arrange transportation to the point of recruitment, or to offer any combination of payment, chartered and/or arranged transportation to the point of recruitment. If the employer arranges transportation, and the worker does not use that transportation, the worker will be reimbursed only the cost of the employer arranged transportation. Employees eligible for reimbursement under the program will be provided subsistence reimbursement.</p> <p>The amount of subsistence payment shall be no less than the amount permitted under the current Consumer Price Index as indicated in 20 CFR 655.122(h)(l). The current minimum subsistence rate is \$16.28 per day for 2026.</p> <p>The employer will provide transportation and subsistence under this agreement to the workers whose services are no longer required for reasons beyond the control of the employer due to fire, hurricane, or other Acts of God which makes fulfillment of the contract impossible, with the exception if a worker is displaced by a U.S. worker under the Fifty Percent Rule. This benefit does not apply to workers who voluntarily quit employment before the end of the contract, miss 5 consecutive workdays without the employer's consent that constitutes abandonment of employment, or who are terminated for cause. The employer will notify the Department of Labor if an employee has abandoned the job or has been terminated for cause.</p>			

*d. Job Offer Information 4*

1. Section/Item Number *	F.2	2. Name of Section or Category of Material Term or Condition *	Inbound/Outbound Transportation - Inbound/Outbound Con't
<p>3. Details of Material Term or Condition (<i>up to 3,500 characters</i>) *</p> <p>The employer uses a third-party charter bus to transport the workers from the Consulate to the farm. Each workers receipts are collected while in Mexico and forwarded to the employer along with the cost of the hotel. Once the workers are approved at the Consulate, they are loaded on the third-party charter bus and transported from the Consulate to the farm. Once the worker arrives, they are provided with reimbursement checks for their expenses from their home village to the Consulate, the appropriate nights of hotel stay and the daily subsistence for the proper number of days.</p> <p>The worker that completes the season, the employer will provide transportation home in the most economical form.</p>			

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**H. Additional Material Terms and Conditions of the Job Offer**

e. Job Offer Information 5

1. Section/Item Number *	<b>F.1</b>	2. Name of Section or Category of Material Term or Condition *	<b>Daily Transportation - Daily Transportation Con't</b>
<p>3. Details of Material Term or Condition (<i>up to 3,500 characters</i>) *</p> <p>As an extremely large FLC, D &amp; K Harvesting owns more than abundant vehicles to accommodate the transportation of workers. Please review the list of vehicles contained in the FLC Company Card. The employer owns 71 vehicles that can be used to transport workers.</p> <p>For this specific contract, D &amp; K Harvesting is anticipating utilizing their 1999 Bluebird Bus that accommodates 48 and their 2001 Bluebird Bus that accommodates 48. Should either vehicle be deemed mechanically unusable, there are ample other company owned buses to choose from.</p>			

f. Job Offer Information 6

1. Section/Item Number *	<b>E.1</b>	2. Name of Section or Category of Material Term or Condition *	<b>Meal Provision - Housing Con't</b>
<p>3. Details of Material Term or Condition (<i>up to 3,500 characters</i>) *</p> <p>The employer will utilize leased housing.</p> <p>Housing is provided at no cost to workers who are not reasonably able to return the same day to their respective residences. Housing is not provided to non-workers.</p> <p>If both male and female workers are hired, separate toilet and shower facilities are available and will be provided by the employer. There is no family housing provided as that is not the prevailing practice.</p> <p>Workers who reside in such housing agree to be responsible for maintaining the housing in a neat and clean manner. Before occupancy, housing shall be in compliance with OSHA standards set forth in 29 CFR 1910.142. If there is a problem with the housing, it is the worker's responsibility to mention it to the employer. If for any reason rental housing is required, these facilities would also comply with local and state health and safety standards.</p> <p>Reasonable repair cost of damage, other than that caused by normal wear and tear, will be charged to the workers found to be responsible for the damage to housing or furnishings. The employer retains possession and control of the housing premises at all times. Workers who are provided housing under the terms of the work contract shall vacate the housing promptly upon termination of employment as state law requires.</p> <p>I, acting as the H2A Coordinator for D &amp; K Harvesting, attest that:</p> <ol style="list-style-type: none"> <li>1. The accommodation is compliant with the applicable housing health and safety standards set for by the regulation.</li> <li>2. The accommodation is sufficient to accommodate the number of workers requested. As noted in the ETA 790, D &amp; K Harvesting has secured 40 rooms at the East Street Inn &amp; Suites located in Tipton and 8 rooms at the Days Inn Kokomo located in Kokomo, IN that will accommodate a total of 96 workers with 2 workers in each room.</li> <li>3. As mentioned already, there will be 2 beds in each room to accommodate 2 workers in each room.</li> <li>4. Since the housing inspections are not required until 30 days prior to the start date, this should be sufficient.</li> </ol> <p>Due to extremely limited parking available at a vast majority of the worksites, all employees will be required to be transported daily by the buses. Those with their own personal vehicles will be asked to leave their vehicle at the housing location and/or designated pickup location each day and be transported to the daily worksites.</p>			

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**H. Additional Material Terms and Conditions of the Job Offer**

*g. Job Offer Information 7*

1. Section/Item Number *	<b>A.11</b>	2. Name of Section or Category of Material Term or Condition *	<b>Pay Deductions - Wages Con't</b>
<p><b>3. Details of Material Term or Condition (up to 3,500 characters) *</b>          The Adverse Effect Wage Rate, the prevailing hourly wage rate, the piece rate, the agreed upon collective bargaining rate, or the federal or state minimum wage rate, whichever is greatest, will be the minimum rate of pay. At the time of submission of this order, the applicable wage is \$14.93 for domestic workers and \$13.66 for H2A workers. The employer assures that if a change in the AEWR, prevailing hourly wage rate, or federal minimum wage rate requires an increase in the guaranteed minimum, such increase will be paid as of the effective date.</p> <p>Detassel Corn: \$70.00 per clean acre (to be paid at \$40 for 1st pass, \$20 for second pass, \$10 for 3rd pass); \$14.93 for domestic and \$13.66 for H2A per hour guaranteed (minimum 0.10 acres per hour). The average worker can complete one acre in 3.65 hours. The first pass usually takes roughly 2 hours which results in an hourly rate of \$40.00/hour. The second pass usually takes 1 hour which results in an hourly rate of \$20.00/hour. The last pass takes roughly a half-hour which results in an hourly rate of \$14.93 for domestic and \$13.66 for H2A.</p> <p>Rogueing: \$14.93/\$13.66 per hour guaranteed          General Farm Labor: \$14.93/\$13.66 per hour guaranteed.</p> <p><b>**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.</b></p> <p><b>*** The productivity wage rate is calculated by multiplying the piece rate by the number of units harvested.</b></p> <p>In all cases, the guarantee of not less than the AEWR of /hour for all hours worked in the payroll period will apply. These minimum rates may be adjusted upward at the sole discretion of the employer to account for adverse conditions. If the worker's piece rate earnings for a pay period result in average hourly earnings of less than the guaranteed minimum, the worker will be provided make-up pay to the guaranteed minimum rate.</p> <p>All farm work activities other than piece rate harvest will be paid based on the hourly rate specified above. The employer will make the following deductions from the worker's wages: FICA taxes and federal income tax withholdings as required by Federal, State, and local law for applicable domestic workers, cash advances and repayment of loans, repayment of overpayment of wages to the worker, recovery of any loss to the employer due to the worker's damage (beyond normal wear and tear) or loss of equipment or damage to housing where it is shown that the worker is responsible and any other deductions expressly authorized by the worker in writing. No deductions will be made which would bring the employee's hourly wage below the Federal Minimum Wage. The employer will not guarantee to pay the worker a bonus but reserves the right to optionally offer a bonus if exceptional job performance is exhibited.</p>			

*h. Job Offer Information 8*

1. Section/Item Number *	<b>A.11</b>	2. Name of Section or Category of Material Term or Condition *	<b>Pay Deductions - Wages II</b>
<p><b>3. Details of Material Term or Condition (up to 3,500 characters) *</b>          Payroll Periods will be once weekly, and workers will be paid on each pay period and will be provided with an earnings statement that is in accordance with 20 CFR 655.122[k]. The employer will also comply with 20 CFR 655.122[j].</p> <p><b>First Week Wage Guarantee</b>          Employer will provide a worker referred through the interstate clearance system 36 hours of work for the week beginning with the anticipated date of need, unless employer has amended the date of need by notifying the order holding office no later than 10 days before the date of need. If the employer fails to notify the order-holding office, then employer shall pay an eligible worker referred through the clearance system \$597.20 for domestic workers and \$546.40 for H2A workers, for the first week starting with the originally anticipated date of need. The employer will require workers to perform alternative work if the guarantee cited in this section is invoked. The employer guarantees that the worker's compensation policy will be valid throughout the entire contract period.</p> <p>If a worker referred through the interstate clearance system fails to notify the order-holding office of continued interest in the job no sooner than 9 days and no later than 5 days before the date of need, the worker will be disqualified from the above-mentioned assurance.</p>			

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**H. Additional Material Terms and Conditions of the Job Offer**

*i. Job Offer Information 9*

1. Section/Item Number *	A.8a	2. Name of Section or Category of Material Term or Condition *	Job Duties - Job Duties III
<p>3. Details of Material Term or Condition (<i>up to 3,500 characters</i>) *</p> <p>As well as any communicable diseases such as but not limited to diarrhea, or any other infectious diseases or illnesses. Workers shall report immediately any cuts or abrasions that cause open bleeding. No tobacco, food, gum, candy, drink (other than water), or medication is allowed while working in the field. No jewelry, watches, fingernails longer than 1/8" are allowed. No open-toe shoes or sandals are permitted. Glass bottles, drinking glasses, or any item made from glass are prohibited in the field. Improper hygiene will not be tolerated. Throw the used bathroom tissue into the toilet every time, then flush the toilet. Keep the restrooms, rest areas, and portable facilities in the field clean for others.</p> <p>Full Crop Commitment        This is regular work, seven hours per day, Monday-through Friday and five hours on Saturday for the full remainder of the period of employment. The worker agrees to work for assigned employer(s) whenever work is available during the full remaining period of employment even though work may be slack at times. The worker understands that if the worker quits or is terminated for a cause prior to the end of the period of employment, the worker will not receive the 3/4 guarantee and will not receive certain transportation reimbursements. Excessive tardiness and/or absences will not be tolerated and will result in termination. A person seeking employment as a farm laborer must be available for the entire period requested by the employer and possess 2 months' experience hand harvesting produce. Successful applicants will be subject to a trial period of up to 6 days during which performance of required tasks will be evaluated. If the performance is not acceptable to the employer in its sole discretion the worker will be terminated. All domestic and/or nonresident seasonal workers employed pursuant to this job order who satisfactorily completed the previous crop season may be compensated above the stated hourly wage rate. The decision to pay above the stated prevailing hourly rate will be made by the employer, at his sole discretion, and will be based on factors including the recipient's performance and tenure. Employer retains the right to discharge an obviously unqualified worker, malingering, or recalcitrant worker who is physically able but does not demonstrate the willingness to perform the work necessary for the employer to grow a premium product. All terms and conditions in the job order will apply equally to all workers, domestic and foreign, employed under this job order.</p> <p>Daily individual work assignments, crew assignments, and location of work, will be made by and at the sole discretion of the farm manager and/or farm supervisor as the needs of the farming operation dictate. Workers may be assigned a variety of duties in any given day and/or different tasks on different days. Workers will be expected to perform any of the listed duties and work on any crop as assigned by the worker's supervisor. Harvesting specifications can change from time to time during the season due to crop or market conditions, even on the same crop. Workers will be expected to conform to the specific instructions given for each day's work.</p>			

*j. Job Offer Information 10*

1. Section/Item Number *	A.8a	2. Name of Section or Category of Material Term or Condition *	Job Duties - Job Duties III
<p>3. Details of Material Term or Condition (<i>up to 3,500 characters</i>) *</p> <p>The farm owner/supervisor or a designated employee will provide specific instructions and close supervision. Workers will be expected to perform their duties in a timely and proficient manner and will have close supervision to ensure adherence to instruction. Work will be closely monitored and reviewed for quality.</p> <p>The employer retains the right to discharge any unqualified worker, malingering, or recalcitrant worker who is physically able to complete the work but does not demonstrate a willingness to perform the work necessary for the employer to grow a premium quality product, or for any other lawful reason.</p> <p>General Conditions: On the first workday, the employer will provide specific instructions and/or training (6 hours) in the proper way to perform the crop activity. After the one-day (7 hours) training and 7-day acclimation period, workers are required to perform while maintaining the required bruising and quality standards.</p> <p>The employer will provide the tools necessary to perform the described job duties without charge to the worker. The employer will charge the worker for reasonable costs related to the worker's refusal or negligent failure to return the tools, or due to such worker's willful damage or destruction of the tools.</p>			

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**H. Additional Material Terms and Conditions of the Job Offer**

*k. Job Offer Information 11*

1. Section/Item Number *	A.8a	2. Name of Section or Category of Material Term or Condition *	Job Duties - Termination
<p><b>3. Details of Material Term or Condition (up to 3,500 characters) *</b>          Termination: The employer may terminate the worker with notification to the Employment Service if the worker: (a) refuses without justified cause to perform work for which the worker was recruited and hired; (b) commits serious acts of misconduct; or (c) fails, after completing any training or break-in period, to reach production standards when production standards are applicable. The employer may discipline the worker including requiring the worker to leave (without pay) the field for a period determined by the foreman, unpaid suspension from employment for up to three days, or termination of employment. Workers will be terminated or disciplined for failure to follow work rules (see attachment). The process for terminating a worker will be as follows, first a verbal warning, next a written warning and finally termination.          Farm supervisors will track workers' productivity throughout the H-2A contract daily. A worker who is not able to meet the production standards established within the H-2A contract will be subject to progressive discipline. The farm supervisor will provide a verbal warning which will be issued on the first day a worker does not meet production standards. If the worker's performance does not improve to the standards set forth above within a week after the initial verbal warning, the worker will receive a written warning and be placed on probation.</p> <p>Probation:          ?If a worker is placed on probation, the worker's productivity will be monitored on a daily basis using the data collection procedure described above. If a worker is not able to meet production standards for two (2) consecutive workdays, the worker will be issued a Final Written Warning.          ?If a worker receives a Final Written Warning, the worker's productivity will be measured for an additional three (3) consecutive workdays. If the worker is not able to meet the production standard set forth above within this final three (3) day probationary period, the workers will be terminated.          ?Meeting the production standard set forth above, at any stage of the progressive discipline process will remove the worker from probation.          ?If a worker is subject to a second final warning due to not meeting production standards set forth above, the worker will be subject to further discipline up to and including termination.</p> <p>If a worker is terminated, the employee loses the right to housing and must vacate the housing in accordance with State Law and Company's Housing Occupancy Rules. As provided by the U.S. Department of Labor regulations, the terminated worker will be responsible for all expenses in returning to Mexico. Once the worker is terminated, U.S. Department of Homeland Security regulations require that the worker return to Mexico within ten (10) days. The Company shall advise the U.S. Department of Labor of the worker's terminated status within two (2) days of the termination date. A worker that is terminated due to lack of production shall not be eligible for re-hire for a minimum period of one (1) year.</p>			

*l. Job Offer Information 12*

1. Section/Item Number *	A.8a	2. Name of Section or Category of Material Term or Condition *	Job Duties - Termination Cont
<p><b>3. Details of Material Term or Condition (up to 3,500 characters) *</b>          Five (5) unexcused absences by the worker will be considered a job-related reason for worker termination. Workers must work at a sustained, vigorous pace and make bona fide efforts to work efficiently and continuously that are reasonable under the working conditions. Each worker must clean their work area each day and dispose of trash and discarded items in provided receptacles. The employer will report workers who, a) voluntarily abandon employment before the end of the contract period, or b) workers who are terminated for cause, to the Chicago National Processing Center, and H2A workers to the Department of Homeland Security, in writing or other approved method, not later than two (2) days after the abandonment or termination occurs.</p> <p>Abandonment will be deemed to begin after a worker fails to report for work at the regularly scheduled time for five (5) consecutive working days without the written consent of the employer. The employer will not be responsible for providing and paying for transportation and subsistence expenses of absconders, and such absconders will not be entitled to the 3/4 guarantee.</p> <p>Workers must notify the employer prior to voluntarily terminating their employment. All wages due will be forwarded to the last known address for workers that leave without providing notice once address verification has been provided.</p> <p>Voluntarily resignations before the specified ending date listed in this application may also disqualify the employee from future employment opportunities. For workers who resign their employment voluntarily, the employer will consider and evaluate special circumstances and hardship cases on a case-by-case basis. Employees, without exception, are required to notify appropriate supervisory staff prior to voluntarily terminating their employment to be considered and eligible for exemption to the no rehire policy.</p>			

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**H. Additional Material Terms and Conditions of the Job Offer**

*m. Job Offer Information 13*

1. Section/Item Number *	A.8a	2. Name of Section or Category of Material Term or Condition *	Job Duties - Acclimatization/Terms/Other
<p>3. Details of Material Term or Condition (<i>up to 3,500 characters</i>) *</p> <p>Acclimatization: The acclimatization period for all crop activities is 7 days starting with the first day of employment to acclimate the worker to the physical demands of farm work and to familiarize workers with job specifications and to demonstrate proper harvest methods and other crop specific issues. After completion of the acclimatization period, workers are to keep up with fellow employees and not detrimentally affect other workers' productivity.</p> <p>Terms and Conditions: The employer will expeditiously notify the order-holding office or State agency by telephone, email, or written correspondence immediately upon learning that a crop is maturing earlier or later, or that weather conditions, over-recruitment, or other factors have changed the terms and conditions of employment.</p> <p>Other: The employer agrees to abide by the regulations at 20 CFR 655.135, Assurances. The working conditions will comply with applicable Federal and State minimum wage, child labor, social security, health and safety, farm labor contractor registration and other employment-related laws. The employer is an Equal Employment Opportunity employer and will offer U.S. workers at least the same opportunities, wages, benefits, and working conditions as those in which the employer offers or intends to offer to nonimmigrant workers.</p>			

*n. Job Offer Information 14*

1. Section/Item Number *	A.8a	2. Name of Section or Category of Material Term or Condition *	Job Duties - Work Rules
<p>3. Details of Material Term or Condition (<i>up to 3,500 characters</i>) *</p> <p>The following rules are intended to provide standards of conduct expected of workers employed under this contract. Violations of these rules or other lawful, job-related employer requirements will be considered grounds for termination. In cases of less serious violations, penalties such as suspension without pay for up to three days will be imposed. Workers are expected to comply with ALL rules related to discipline, attendance, work quality or quantity and the care or maintenance of all property.</p> <ol style="list-style-type: none"> <li>1. Workers who perform fraudulent or sloppy work will be suspended without pay for the remainder of the workday or up to three days based on the supervisor's consideration of the degree of infraction, the worker's prior record, and other relevant factors. Subsequent offenses may result in termination or discharge.</li> <li>2. No use or possession of alcohol or unlawful drugs is permitted during work time or during any workday or before work is completed for that day (such as during meal or break periods). Workers may not report for work under the influence of alcohol or illegal drugs. Illegal drugs may not be used or kept on the employer's premises. Random drug testing may be conducted by employer, employees must be willing to submit to a random drug test(s).</li> <li>3. Excessive absences or tardiness will not be permitted. Excessive absence is defined as three consecutive days of unexcused absence or five unexcused absences within a 30-day period without the employer's consent.</li> <li>4. Workers are expected to maintain cleanliness of their living quarters and shall promptly report problems to the employer. Workers shall cooperate with other workers assigned to the same housing in maintaining cleanliness of kitchen, dining, bathroom and living areas.</li> <li>5. Workers living in employer-provided housing that are assigned bunk beds may not separate or move bunk beds.</li> <li>6. Workers living in employer-provided housing may not cook in sleeping rooms or any other non-kitchen areas.</li> <li>7. Workers may not repeatedly drop paper, cans, bottles, or other trash in fields, packinghouses, or housing areas. Trash and waste receptacles must be used.</li> <li>8. With the exception of the worker's assigned housing and/or work area/field, workers may not enter employer's premises without authorization by the person in charge.</li> <li>9. With the exception of the worker's assigned housing, workers may not enter the employer's premises at times other than during hours the employee is scheduled to work.</li> <li>10. Workers may not begin work prior to the scheduled starting time or continue working after stopping time unless authorized by the employer.</li> <li>11. Workers may not abuse or extend break periods which may be provided or take unauthorized breaks from work.</li> <li>12. Workers may not deliberately restrict production.</li> <li>13. Workers may not engage in horseplay, scuffling, throwing things, wasting time or loitering during work hours. Worker may be discharged for fighting on the employer's premises at any time.</li> <li>14. Workers may not post or remove any notices, signs or other instructions on the employer's property.</li> </ol>			

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**H. Additional Material Terms and Conditions of the Job Offer**

*o. Job Offer Information 15*

1. Section/Item Number *	<b>A.8a</b>	2. Name of Section or Category of Material Term or Condition *	<b>Job Duties - Work Rules Con't</b>
<p><b>3. Details of Material Term or Condition (up to 3,500 characters) *</b></p> <p>15. Worker may be discharged if they steal from fellow workers or from the employer.</p> <p>16. Workers may not falsify personal, medical, production or other work-related records.</p> <p>17. Workers may not willfully abuse or destroy any machinery, equipment, tools or other property belonging to the employer or other employees.</p> <p>18. After the first full day of employment, workers are to keep up with fellow workers and not detrimentally affect other workers' productivity.</p> <p>19. Workers may not commit acts of insubordination.</p> <p>20. Workers may not interrupt other workers' rest/sleep periods by excessive or unnecessary noise or commotion.</p> <p>21. Workers may not have guests in employer-provided housing past 10:00 pm on Sunday through Friday or on Saturday past 12:00 am. Workers and/or their guests may not engage in indecent, immoral or illegal conduct at any time on the employer's premises.</p> <p>22. Repeated failure to follow instructions, obey safety requirements, equipment and vehicle operation instructions may result in termination.</p> <p>23. Any worker who repeatedly impedes the progress of the group by tardiness, leaving early, lax adherence to harvesting or packing standards, or rough handling of produce may be terminated.</p> <p>24. No firearms or other weapons may be brought onto the employer's premises AT ANY TIME.</p> <p>25. The use of cellular telephones is not permitted during work hours, unless in cases of special circumstances where use must first be approved in writing by a farm manager.</p>			

*p. Job Offer Information 16*

1. Section/Item Number *	<b>A.8a</b>	2. Name of Section or Category of Material Term or Condition *	<b>Job Duties - Housing Rules</b>
<p><b>3. Details of Material Term or Condition (up to 3,500 characters) *</b></p> <p><b>Housing Rules</b></p> <p><b>General:</b></p> <ol style="list-style-type: none"> <li>1. Keep house clean.</li> <li>2. Sweep all floors daily.</li> <li>3. Mop all floors weekly.</li> <li>4. Do not leave trash in the yard.</li> <li>5. DO NOT DAMAGE HOUSING.</li> <li>6. No loud music or parties after dark.</li> <li>7. Do NOT leave A/C on during the day.</li> <li>8. Do NOT cover or remove smoke detectors. Do NOT remove batteries from smoke detectors.</li> <li>9. Do NOT remove heaters/fire extinguishers from housing.</li> <li>10. Do NOT use extension cords.</li> <li>11. Do NOT remove or tear screens on doors and windows.</li> <li>12. No fighting or weapons will be allowed.</li> <li>13. No altercations are allowed in the housing units.</li> <li>14. No consumption of alcohol or illegal substances are permitted.</li> </ol> <p><b>Bathroom:</b></p> <ol style="list-style-type: none"> <li>1. Flush toilet paper after every use.</li> <li>2. Place toilet paper, after use, in the toilet before flushing. Do NOT throw in waste baskets.</li> <li>3. When dirty, clean off surfaces; top of toilet bowl, sink and shower.</li> <li>4. Take out waste basket when full.</li> </ol> <p><b>Bedroom:</b></p> <ol style="list-style-type: none"> <li>1. Make your bed before you leave housing unit in morning.</li> <li>2. Do NOT take apart bunkbeds or move beds around housing.</li> <li>3. No guests allowed to stay overnight.</li> <li>4. Keep personal belongings in your own space.</li> <li>5. No food is allowed to be stored in bedrooms.</li> </ol> <p>The housing is being offered to you by your employer as an extra benefit from this company. You must be employed by this company to be permitted to live in the housing provided. Non-employees are not allowed to stay at the worker housing. The tenancy is from week to week. In the event that your employment ceases, workers will have reasonable time to find alternative housing.</p> <p>The housing unit can be and will be inspected by a company representative weekly or monthly by the Department of Health. These inspections are to help assure that all housing units are maintained in healthy and neat conditions.</p>			

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**H. Additional Material Terms and Conditions of the Job Offer**

*q. Job Offer Information 17*

1. Section/Item Number *	A.8a	2. Name of Section or Category of Material Term or Condition *	Job Duties - Anticipated Hours
3. Details of Material Term or Condition ( <i>up to 3,500 characters</i> ) *			
<p>Anticipated range of hours for different seasonal activities:</p> <p>Seven (7) hours per day, Monday through Friday and five (5) hours on Saturday, is normal, however the worker may be requested but not required to work additional 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 30-minute lunch period to rest and eat their noon meal.</p>			

*r. Job Offer Information 18*

1. Section/Item Number *		2. Name of Section or Category of Material Term or Condition *	
3. Details of Material Term or Condition ( <i>up to 3,500 characters</i> ) *			

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