

## H-2B Job Order Request Form

### EMPLOYER INFORMATION:

Business Name: **Tower Extrusions, LLC**  
Physical Address: **1003 Hwy 79 South, Olney, TX 76374**  
Mailing Address: **P.O. Box 218, Olney, TX 76374**  
Telephone: **(940) 564-3755**  
Fax: **(940) 564-4667**  
FEIN:  
Unemployment Insurance Account Number: **01-024588-5**  
Primary Contact: **Brandon Cook, H.R. Manager**  
E-Mail Address: **brandon@towerextrusion.com**

Job Order Expiration Date: **3/11/2022**

### JOB SUMMARY:

Production Worker Helpers, Second Shift. 30 temporary/full-time positions with Tower Extrusions, LLC from 4/1/2022 - 10/31/2022.

Lift, count, and stacking metal, racking/unracking of aluminum metal. Clean work areas/equipment. This is manual work and does not include machine or equipment operation. Entry level; requires supervision.

Must lift/carry 75 lbs., when necessary. Saturday and Sunday work required, when necessary. Employer-paid drug testing required of foreign and domestic workers prior to commencing work and post-hire at random, upon suspicion of use, and post-accident. Post-hire background check and employment eligibility (e-Verify) check required of foreign and domestic workers.

On-the-job training will be provided to the worker.

Employer pays in advance or reimburses workers in the first workweek for all government-mandated and visa-related fees (excluding passport fees). For non-local workers (i.e., residing outside normal commuting distance), employer will reimburse inbound travel costs not already paid in advance no later than upon completion of the first half of the contract (the 50 percent point). Inbound travel includes transportation costs from worker's permanent residence or place of recruitment to the place of employment, a daily subsistence for meals, and reasonable lodging costs, if applicable. Subsistence reimbursements based on rates specified in the Federal Register (currently \$13.17 per day minimum, or \$55.00 per day maximum for workers with acceptable receipts). Transportation reimbursements based on worker's actual cost, not to exceed the most economical common carrier transportation costs for distances involved. Employer provides or pays outbound travel costs to same workers upon completion of the contract period or early dismissal, except where the worker has subsequent employment.

Employer guarantees to offer hours equal to at least three-fourths of the workdays in each 12-week period of the total contract period, beginning with the first workday after the worker arrives at the place of employment and ending on the contract end date or any extension thereof. Employer may count all hours worked, as well as any hours offered within the standard work schedule that a worker chooses to not work, up to the maximum number of daily hours on the job order.

Workers who voluntarily abandon employment are not entitled to payment for outbound travel costs or the full three-fourths period guarantee described above.

Employer will provide without charge all tools, supplies and equipment necessary to perform duties assigned.

### JOB LOCATION:

1003 Hwy 79 South Olney, TX 76374 in Young county.

### WAGE INFORMATION:

Wage rate is no less than \$14.31 per Hour. Overtime hours vary at: \$21.47 per Hour.

A single workweek will be used to compute wages due. The payroll period is weekly. Workers are paid by check on Thursday. Must be willing to work second shift/overnight 5:00 PM -5:00 AM, including weekends as necessary. Maximum shifts are 12 hours per day: 5pm-5am. The actual work schedule for each day of the week is subject to change. Not every employee will work 12 hour shifts, 7 days a week. An employee may work up to 12 hours per day, but may work alternating days or may work a portion of a 12 hour shift. We will offer at least 40 hours in a typical workweek, hours in excess of 40 will vary depending on staff, production quotas and other factors to be evaluated on a daily basis.

Employer will offer 40 hours per week. Employer may offer more than the stated work hours, depending on weather, business needs, and other conditions. Extreme heat, cold, rain, or drought may affect exact working hours.

Employer makes all payroll deductions required by law. Employer does not envision other workforce-wide payroll deductions. Voluntary deductions must be pre-authorized in writing and may include the following: The employer offers optional employee health insurance and retirement plans to its workers; participation in any such plan is voluntary.

**REFERRAL INSTRUCTIONS:**

State Workforce Agencies (SWAs) may only refer for employment individuals who have been apprised of all the material terms and conditions of employment and who are qualified and will be available for employment. The actual employment offer is at the sole discretion of the employer. Referrals will be accepted from the SWAs, directly from applicants, or from other sources. Applicants must possess documentation required to enable the employer to comply with the employment verification requirements of IRCA.

To apply, fax resume to Tower Extrusions, LLC at (940) 564-4667 or apply at the job order holding office: WF SOL N TX Wichita Falls, 4309 JACKSBORO HWY STE 300 Wichita Falls, TX 76302, phone (940) 322-1801.