



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

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

a. Prohibition against preferential treatment: The employer offers to U.S. workers no less than the same benefits, wages, and working conditions that the employer is offering, intends to offer, or will provide to H-2B workers. Job offers may not impose on U.S. workers any restrictions or obligations that will not be imposed on the employer's H-2B workers. This does not relieve the employer from providing to H-2B workers at least the minimum benefits, wages, and working conditions which must be offered to U.S. workers.

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

Employer's Information:

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

Name of Employer: [Sailfish Point Property Owners and Country Club Association, Inc.](#) **FEIN#** [REDACTED]
Employer's Physical Address: [2201 SE Sailfish Point Blvd](#)
City: [Stuart](#) **State:** [Florida](#) **Zip:** [34996](#)
Employer's Telephone Number: [\(772\) 225-1000](#) **Employer's Fax Number:** [none](#)
Employer's Email Address: d.loren@sailfishpoint.com
Contact Person's Name/ Title (Other than Employer) [Dawn Loren/ Director of Human Resources](#)
Contact Person's Phone Number: [\(772\) 225-1000](#) **Fax #:** [none](#)
Contact Person's Email Address: d.loren@sailfishpoint.com

Job Opportunity Information:

Job Opportunity is temporary and full-time: ☒ Yes ☐ No
Name of job location: [Sailfish Point Property Owners and Country Club Association, Inc.](#)
Address of location: [2201 SE Sailfish Point Blvd](#)
City: [Stuart](#) **State:** [Florida](#) **Zip:** [34996](#)
Dates of Employment: From: [10/1/2022](#) **To:** [5/31/2023](#)
Name of Job Title: [Golf Course Maintenance](#)
SOC (ONET/OES) code: [37-3011](#)
Total Number of Workers Requested: [4](#)

Total number of work hours per day: 8

Per week: 40

Work schedule; days & hours: variable 8-hour shifts over 7 days a week between 6 AM to 11 PM

On-the-job-training provisions? ☒ Yes ☐ No

Describe: Workers will be provided with on-the-job training to perform the duties assigned.

Supervisory Experience Requirements: ☐ Yes ☒ No How Much:

Minimum Experience Requirements: Months: 0 Years: None:

Minimum Education Requirements: 0

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

Job description, continued:

See complete job description attached

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

Wage Information:

Rate of Pay: Basic or range of wages offered: \$15.50/hr

Overtime wages, if applicable: \$23.25/hr

Frequency of pay: ☐ Weekly ☒ Bi-weekly ☐ Other: \$15.50/hr

Bonus, if applicable: Raises/bonuses may be offered to any worker based on performance, skill

☒ A single workweek will be used to compute wages due.

☒ All deductions from the worker's paycheck required by law will be made.

List other deductions not required by law to be taken from paycheck: lodging, board or facilities):

Optional deductions include: housing deduction of \$137.50/week for rent; \$5/week refundable security deposit for optional housing

Employer Provided Items:

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

Three-fourths Guarantee (Voluntary but not required):

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

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

First Workweek Guarantee

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

Transportation and Subsistence Benefits

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

*current rate as of February 23, 2022

\$14.00*

\$59.00*

Board, Lodging or Fringe Benefits

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

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

Daily Transportation

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

State Workforce Agency (SWA) Contact Information

Please indicate the nearest One-Stop Career Center located in the area of intended employment where applicants can apply for the job opening. Contact information should include address, phone number and the job order number. [FL 34996 or to FL State Workforce Agency, CareerSource Research Coast, 710 Southeast Central Parkway, Stuart, FL 34994, \(866\)482-4473](#)

Referral Instructions

- ☐ Refer by telephone call to (Name and Title):
at Telephone Number/Extension: _____
on (Days and Hours for calls): _____
- ☐ Fax resume or application to: _____
- ☐ E-mail resume or application to: _____
- ☒ E-mail, fax or mail resume or application to the nearest CareerSource center.
[Mail resume to Attn: Dawn Loren Human Resources at 2201 SE Sailfish Point Blvd., Stuart, FL 34996 or to FL State Workforce Agency](#)

Other Information - Attach supplemental page(s) if needed

<div style="background-color: black; width: 200px; height: 40px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; display: inline-block; width: 100%;">Director of Human Resources</div>	<div style="border-bottom: 1px solid black; display: inline-block; width: 100%;">6/30/2022</div>
Employer/Authorized Representative Signature and Title	Date

STATE WORKFORCE AGENCY USE ONLY

DEO Job Order Number: _____	Folder Number: _____
Job Posting Start Date: _____	Job Posting Ending Date: _____

(Revised 5/22/2017)

POSTING OF JOB OPPORTUNITY

GOLF COURSE MAINTENANCE WORKERS: Sailfish Point Property Owners and Country Club Association, Inc. has 4 temporary full-time Golf Course Maintenance Workers openings in Stuart, FL from 10/1/22-5/31/23. Landscaping and maintaining golf course grounds of property using hand or power tools or equipment. Responsibilities may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. 40 hrs./wk.; O/T as needed; variable 8-hour shifts over 7 days a week between 6 AM to 11 PM; \$15.50/hr.; O/T at \$23.25/hr. A single workweek is used to compute wages due. Any deductions required by law made from biweekly paycheck. Optional deductions include: housing deduction of \$137.50/week and \$5.00/week refundable security deposit for optional housing. Raises/bonuses may be offered to any worker based on performance, skill, tenure. Req. no minimum education; no experience. Post-employment drug testing; Ability to communicate in English, pass pre-employment police clearance. Workers will be provided with on-the-job training to perform the duties assigned. Workers will be provided with daily transportation to and from the worksite in compliance with all applicable Federal, State and local laws and regulations. Employer will provide workers at no charge all tools, supplies, and equipment required to perform the job. If the worker completes 50% of the employment contract period, employer will reimburse the worker 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, employer will provide or pay 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. The amount of transportation payment or reimbursement will be equal to the most economical and reasonable common carrier for the distances involved. Daily subsistence rates are \$14.00/day without receipts or up to \$59/day with receipts. Return transportation will be provided if the worker completes the employment period or is dismissed early by the employer. Employer will arrange the workers transportation and subsistence directly in advance at a minimum, the most economical and reasonable common carrier cost of the transportation and subsistence to the worker before the worker's start date of employment. H-2B workers will be reimbursed in the first work week for all visa, visa processing, border crossing, and other related fees, including those mandated by the government (excluding passport fees). Offer to US workers same as H-2B workers. Mail resume to Attn: Dawn Loren at 2201 SE Sailfish Point Blvd., Stuart, FL 34996 or to FL State Workforce Agency, CareerSource Research Coast, 710 Southeast Central Parkway, Stuart, FL 34994, (866)482-4473 (TDD) 711 and reference Job # [REDACTED]