

State of Washington – Employment Security Department
Draft H2B Job Order Template with Required Contents

Directions: Please fill in the blanks and replace all highlighted items with the correct information. If you have any questions, please contact us. Please save and return to wcdh2a@esd.wa.gov as soon as possible.

Employer Name: Pacific Seafood Group

Address: 16797 SE 167th, Clackamas, OR 97015
– Worksite: 1980 Nyhus St N., Westport, WA
98595.

Contact Person: Brandie Hogg

Email: BHogg@pacificseafood.com

Phone Number: +1 503 905 4594

JOB INFORMATION

Title: Seafood
Processor

Of Openings: 70

Months Experience:
N/a

Education
Requirement: N/a

Start Date:
01/01/2025

End Date: 08/31/2025

WORK TYPE

Temporary/Full Time: Temporary & Full Time

Hours per week: 35+

Shift: 6:00am – 12:00am

Job Duties/Responsibilities:

Pacific Seafood Group is looking to fill Seafood Processor positions at its plant located at 1980 Nyhus St. N., Westport, WA 98595. Phone (503)905-4427. These are temporary, full-time positions and we are looking to fill 70 job openings for employment from 01/01/2025 to 08/31/2025. Workers will process crab, multiple species of finfish, bottom fish and salmon. Work on the hand butcher line will involve use of hand and hand tools to perform routine cutting and trimming. Workers will wash, size, and grade seafood and then load processed seafood onto freezer baskets or cartons for shipping. Employer is offering at least 35 hours/week at \$16.70/hr. Mon-Sun, 6AM – 12AM. Days and Shifts will vary. Weekends, evenings, and holidays required as needed. Employer is offering up to 40 hours of overtime per week as needed, but not guaranteed. Overtime will be paid at a rate of \$25.05/hr for working greater than 40 hours in any given week. Employer reserves the right to pay a higher wage rate or bonus to any worker in their sole discretion based on the performance, skill, tenure, or experience. First 3 weeks of employment will consist of at least 35 hours per week of paid on the job training. Job Requirements: No minimum education, training, or experience required. A pre-employment criminal background check will be required - at the employer's expense. Must be 18 years or older - must be able to work in close proximity to machinery. Walking. Moving about on foot to accomplish tasks. Use

hands to finger, handle, or feel and talk or hear. Reaching. Extending hand(s) and arm(s) in any direction. Grasping. Applying pressure to an object with the fingers and palm. Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound. Occasionally required to stoop, kneel, crouch or crawl. Constantly required to use close, distance, and peripheral vision with ability to judge depth perception and adjust focus. Constantly required to reach with hands and arms. Regularly required to lift and/or move up to 20 pounds. Transportation: If the worker completes 50% of the work contract period, the 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, the employer will provide or pay for worker's reasonable costs of return transportation and subsistence back home or to the place the worker originally departed to work, except where the worker will not return due to subsequent employment with another employer or where the employer has appropriately reported a worker's voluntary abandonment of employment. The amount of transportation payment or reimbursement will be equal to the most economical and reasonable common carrier for the distances involved. Daily subsistence will be provided at a rate of \$15.88 per day during travel to a maximum of \$59.00 per day with receipts. Housing: Optional employer housing is available at a cost of \$15/day. Tools, supplies and equipment: Employer will provide workers at no charge all tools, supplies, and equipment required to perform the job. Other Employment Guarantees A single workweek will be used in computing the wage due. Workers will be paid every 2 weeks. All deductions from the worker's paycheck required by law will be made, no deductions not required by law will be made. If employee chooses to live in optional employer housing, \$15/day will be deducted for housing expenses. H2B 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). Employer will provide to the worker, without any charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned. On December 18, 2015, the Department of Labor Appropriations Act, 2016, (Division H, Title I of Public Law 114-113) (Appropriations Act) was signed into law. Section 113 of the Appropriation Act prohibits the Department of Labor (DOL) from expending funds to enforce the three-fourth guarantee rule under 20 CFR 655.20. Therefore, in order to comply with the Appropriations Act, DOL cannot require the employer to advertise and offer to workers' full-time employment for a total number of work hours equal to at least three-fourths of the workdays of each 12-week period (or 6-week period if the employment covered by the job order is less than 120 days). However, the Appropriations Act did not vacate this regulatory provision, and it remains in effect, even though the Department will not use any funds to enforce it. Interested applicants should contact their nearest WorkSource office. Address and contact information for local WorkSource offices may be found at <https://fortress.wa.gov/esd/worksource/StaticContent.aspx?Context=WSDirectorySeeker>

Job Requirements/Qualifications:

No minimum education, training, or experience required. A pre-employment criminal background check will be required - at the employer's expense. Must be 18 years or older - must be able to work in close proximity to machinery. Walking. Moving about on foot to accomplish tasks. Use hands to finger, handle, or feel and talk or hear. Reaching. Extending hand(s) and arm(s) in any direction. Grasping. Applying pressure to an object with the fingers and palm. Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken

instructions to other workers accurately, loudly, or quickly. Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound. Occasionally required to stoop, kneel, crouch or crawl. Constantly required to use close, distance, and peripheral vision with ability to judge depth perception and adjust focus. Constantly required to reach with hands and arms. Regularly required to lift and/or move up to 20 pounds.

General Job Specifications:

Disclosure of work contract:

Employer will provide a copy of this document to any H-2B worker, in a language understood by the worker as reasonable per 20 CFR 655.20(I), no later than the time at which the worker applies for the visa, or for a worker in corresponding employment, no later than the day work commences.

Full Season Commitment:

The worker agrees to the job offer to be available for work every day that work is available for the full period of employment starting 01/01/2025 ending on 08/31/2025.

Days/Hours/Schedule:

Employer is offering at least 35 hours/week at \$16.70/hr. Mon-Sun, 6AM – 12AM. Days and Shifts will vary. Weekends, evenings, and holidays required as needed. Employer is offering up to 40 hours of overtime per week as needed, but not guaranteed. Overtime will be paid at a rate of \$25.05/hr for working greater than 40 hours in any given week. Employer reserves the right to pay a higher wage rate or bonus to any worker in their sole discretion based on the performance, skill, tenure, or experience

Wage Rates and Special Pay Information:

[Please replace highlighted items with correct information or free form. All assurances must be included.]

Workers will be paid no less than **\$16.70** per hour. **Overtime may be offered at \$25.05 per hour.**

The payroll period shall be **Bi-Weekly**. The employer shall use a single workweek as its standard for computing wages due.

The Employer will provide sick leave to employees. The employee will accrue paid sick leave at a minimum rate of 1 hour for every 40 hours worked.

Employees are entitled to use accrued paid sick leave beginning on the 90th calendar day after the start of their employment, and sick leave will be paid at the employee’s normal hourly rate.

Unused paid sick leave of 40 hours or less will be carried over to the following year for those workers returning to employment with the employer.

Deductions, benefits and other details about pay:

The employer will make the following deduction from the worker’s wages: FICA Taxes, Federal income tax if required, other deductions expressly authorized or required by state or federal law, cash advances and repayment of loans, repayment of overpayment of wages to the worker payment for articles which the worker has voluntarily purchased from the employer, long-distance telephone

charges, recovery of any loss to the employer due to the worker's damage (beyond normal wear and tear) and any other deductions expressly authorized by the worker in writing.

The employer will deduct a portion of worker's compensation premium from workers' pay as specified in Washington law at RCW 51.61.140.

The employer will withhold from the employee's wages the maximum amount for the portion of employee premium required under **WA State RCW 50A.04, Paid Family and Medical Leave Program.**

Housing/Lodging Accommodations:

The employer **will provide optional** housing or arrange housing for the workers. However, the employer will facilitate worker to find housing arrangements. **\$15/day.**

Tools & Equipment:

The Employer will provide to the worker, without charge or deposit charge, all tools, supplies, and equipment required to perform the duties assigned, in accordance with CFR 655.20(k).

Transportation:

n/a

Inbound:

Per CFR 655.20(j)(1)(i) the employer will either provide or reimburse the worker for transportation and subsistence from the place from which the worker has come to work for the employer, whether in the U.S. or abroad, to the place of employment if the worker completes 50 percent of the period of employment covered by the job order (not counting any extensions).

The employer will reimburse the H-2B worker in the first workweek for all visa, visa processing, border crossing, and other related fees, including those mandated by the government, incurred by the H-2B worker.

Outbound:

The employer will arrange and pay for the transportation and subsistence directly, advance at a minimum the most economical and reasonable common carrier cost of the transportation and subsistence to the workers before the worker's departure or pay the worker for the reasonable cost incurred. The amount of the transportation payment will be no less (and is not required to be more) than the most economical and reasonable common carrier transportation charges for the distance involved. The rate of reimbursement for subsistence during transportation is **\$14.00** per day if no receipts are offered, up to a maximum of **\$59.00** per day if the Worker presents receipts as specified in 20 CFR 655.122(h)(1) and 20 CFR 655.173(a). Employer will provide or pay for reasonable lodging accommodations when applicable.

Closing Date/Deadline:

The closing date of the job order is: **December 11, 2024** (generally 21 days prior to start of contract)

How to Apply:

Applicants should inquire about the job opportunity or submit applications and/or resumes directly to their nearest State Work Force Agency (SWA).

Applicants may apply at the nearest WorkSource/SWA office:

Interested applicants should contact their nearest WorkSource office. Address and contact information for local WorkSource offices may be found at <https://fortress.wa.gov/esd/worksource/StaticContent.aspx?Context=WSDirectorySeeker>

The WorkSource Staff will appraise applications of the material terms and conditions of the employment and will only refer applicants for employment if the applicant indicates that he or she is qualified, able, willing, and available for employment.

The employer will not hire undocumented or fraudulently documented workers.

The employer is an equal opportunity employer; all qualified eligible U.S. workers are encouraged to apply for these jobs during the positive recruitment period and up to 21 days prior to the date of need.

Workers referred by SWA's should be fully apprised by the local employment office of the terms, conditions, and nature of employment prior to referral.

Upon hiring, employees must present original document or documents that establish identity and employment eligibility as required by the INA. Employees who do not comply with this requirement by the end of the third workday will not be permitted to continue employment.

Job Order Number: [Internal Use Only]