

H-2B Job Order Request Form

Employer Information

Business Name: **Brookway Horticultural Services, Inc. - San Antonio**

Primary Worksite Address: **7953 FM 1346 San Antonio, TX 78263**

Physical Address: **7935 Fairbanks White Oak Road, Houston, TX 77040**

Mailing Address: **7935 Fairbanks White Oak Road, Houston, TX 77040**

Telephone: **(713) 466-1420**

FEIN: [REDACTED]

Unemployment Insurance Account Number: **07-2370643**

Primary Contact: **Roger Hooker, General Manager**

E-Mail Address: **rhooker@brookway.com**

Job Order Expiration Date: **1/11/2025**

Job Information:

Landscape Laborer. 10 temporary/full-time positions with Brookway Horticultural Services, Inc. - San Antonio from 2/1/2025 - 11/3/2025.

Landscape or maintain grounds of property using hand or power tools, or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: lay sod, mulch, mow, trim, plant, water, fertilize, dig, rake and pull weeds; assist with sprinkler installation. Entry level; requires supervision.

Must lift/carry 50 lbs., when necessary. Saturday and Sunday work required, when necessary. Post-hire post-accident drug testing 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 reimburses inbound travel costs at the 50% point in the contract (unless paid in advance). Inbound travel includes transportation costs from worker's permanent residence or place of recruitment, a daily meal subsistence (based on rates required by law, currently \$15.88 per day minimum or \$59.00 per day maximum for workers with acceptable receipts), and reasonable lodging costs, if applicable. Travel reimbursements based on least-cost common carrier rate. Employer provides or pays outbound travel costs 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 worker's first workday 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 provides without charge all tools, supplies and equipment (incl. uniforms, if applicable) necessary to perform duties assigned. If requested, employer helps non-local workers secure optional worker-paid lodging.

JOB LOCATION:

7953 FM 1346 San Antonio, TX 78263 and multiple worksites within Atascosa, Bastrop, Bexar, Burnet, Comal, Guadalupe, Hays, Kendall, Kerr, Medina, Travis, Williamson and Wilson counties.

Employer provides incidental transport between job sites. No daily transportation to/from workers' home and primary worksite. Such transportation complies with all applicable Federal, State, and local laws/regulations.

WAGE INFORMATION:

Wage rate is no less than \$18.26 per Hour. Overtime hours vary at: \$27.39 per Hour.

Raises and/or bonuses may be offered at employer's discretion, based on individual factors such as performance, skill, and tenure. A single workweek will be used to compute wages due. The payroll period is weekly. Workers are paid by check on Friday. The standard work schedule is from 6:00 AM until 3:00 PM, Monday through Friday.

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: Voluntary advances and/or loans made to workers, if any, may be repaid by pre-authorized payroll deductions. Employer deducts reasonable fair market value cost of rent/utilities based on number of occupants for workers electing to reside in employer-arranged housing (cost TBD). Employer may deduct reasonable cost for lost/damaged tools or equipment resulting from worker negligence.

REFERRAL INSTRUCTIONS:

State Workforce Agency (SWA) may only refer qualified applicants who have been apprised of the material terms and conditions of employment and who are able, willing, and available for the job. Employer makes hiring decisions at its sole discretion. Referrals and applicants are accepted from all sources. Applicants must possess documentation required to complete Form I-9 employment eligibility verification.

To apply, contact employer at rhooker@brookway.com or apply at the job order holding office: WF SOL Alamo - Hillcrest, 3652 Blumel Rd. Suite 200 San Antonio, TX 78228, phone (210) 438-0581.