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**Division of Compliance and Education**  
**(formerly known as Division of Immigrant Policies and Affairs)**  
**Foreign Labor Certification Unit: H-2B SWA Job Order Form**

Submit this form to [H2B@labor.ny.gov](mailto:H2B@labor.ny.gov) or fax it to (716) 541-9615. Call (585) 258-8858 or (716) 851-2609 with questions.

Did you receive a Prevailing Wage Determination for this H-2B job order? ☐ No ☒ Yes

**Employer Information:**
 Employer/Business name: Lake Champlain Roofing Holdings, LLC

 FEIN: [REDACTED] County of Business: Clinton

 Type of business: Roofing Contractor

 If applicable, Doing Business As (DBA): DBA Lake Champlain Roofing

 Business address: 7631 Route 9 City: Plattsburgh State: NY Zip code: 12901

Mailing address, if different: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

 Contact person: Bryan Rivera Title: Owner/President

 E-mail address (required): bryan@lakechamplainroofing.net

 Phone: (518) 562-9956

Fax: \_\_\_\_\_

**Job Order Information:**
 Job is full time, temporary and (check one): ☐ peak load ☒ seasonal ☐ one-time occurrence ☐ intermittent

 Dates of Need: From: 3/17/2025 To: 12/16/2025

 Title of job opening: Roofer Helper Number of openings: 10

Worksite, if different from business address: \_\_\_\_\_

 Daily travel to/from worksite provided: ☒ No ☐ Yes:

If yes, designated pickup location: \_\_\_\_\_

 Education required: N/A

 Will on-the-job training (OJT) be provided? ☒ No ☐ Yes

 Experience required: 3 ☒ Months ☐ Years

 Will you accept a trainee? ☒ No ☐ Yes

 Will you accept related experience? ☐ No ☒ Yes:

 If yes, please specify: Requires 3 months of roofer helper experience.

 Work days: ☐ Sun ☒ Mon ☒ Tues ☒ Wed ☒ Thurs ☒ Fri ☐ Sat ☐ Varies

 Work hours: From: 7:00 AM To: 4:00 PM Total hours per week: 40

 Salary range: From: \$ 20.33 To: \$ 20.33 Per Hour

 Overtime offered? ☐ No ☒ Yes If Yes, at what rate? \$30.50 per hour Hour

 Pay day: Friday Frequency of pay: ☒ Weekly ☐ Bi-weekly<sup>1</sup>

 Driver's License required: ☒ No ☐ Yes If Yes, Class: \_\_\_\_\_ Drug testing: ☐ No ☒ Yes

<sup>1</sup>Section 191 of the NYS Labor Law requires manual workers be paid no later than seven calendar days after the end of the week in which wages were earned.

**Benefits, Deductions & Allowances:**

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

Applicable NYS Wage Order: ☐ Hospitality Industry ☐ Miscellaneous Industry ☒ N/A, no additional deductions/allowances

Employer Provided Housing: ☒ No ☐ Yes If Yes, utilities paid by employer: ☐ No ☐ Yes

Weekly deduction for housing/utilities, if applicable: N/A Employer Provided Meals: ☒ No ☐ Yes

If Yes, number/frequency of meals: \_\_\_\_\_ per \_\_\_\_\_ If yes, deduction: \_\_\_\_\_ per ☐ meal ☐ day ☐ week

Employer Required Uniforms: ☐ No ☒ Yes If Yes: ☐ Regular Wardrobe ☐ Company Specific<sup>2</sup>

Who will Launder/Maintain Company-Specific uniforms? ☒ Employer at no charge ☐ Worker

If Worker: Maintenance Pay: \_\_\_\_\_/week

☐ Wash & Wear Material Exception (Hospitality Industry Only)

Any other employer provided benefits: \_\_\_\_\_

Any other intended deductions: \_\_\_\_\_

**Job Description (Duties to be performed):**

Roofer Helper. 10 temporary/full-time positions with Lake Champlain Roofing Holdings, LLC DBA Lake Champlain Roofing from 3/17/2025 through 12/16/2025.

Assist skilled roofers in replacing and installing roofs and roof related surfaces. Hoist roofing materials to roofs; carry materials up ladders; remove old roof material; clean up work area and remove debris, maintain and clean tools and equipment. Must lift/carry 50 lbs., when necessary. Saturday work required, when necessary. Post-hire post-accident drug testing required of foreign and domestic workers. Post-hire employment eligibility (E-Verify) check required of foreign and domestic workers. Requires 3 months of experience in specified occupation.

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 arranges and pays directly for inbound travel costs 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 \$15.88 per day minimum, or \$59.00 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. (continued on attachment).

Physical ability requirements (ex.: Lifting): Must lift/carry 50 lbs., when necessary. Saturday work required, when necessary.

**Recruitment Information:**

Candidates should contact employer directly via (check all that apply): ☒ Email\* ☐ Mail ☐ Fax ☐ Telephone ☐ In Person

\*Email is required; please also check any other preferred contact methods.

Candidates may also apply directly through the local Career Center of the State Workforce Agency (SWA), whose contact information is provided below. Please complete the nearest Career Center Information, which can be found by using the online Career Center Locator: <https://dol.ny.gov/career-centers>.

Local SWA Career Center name: Plattsburgh OneWorkSource Center

Local SWA Career Center address: 194 US Oval Plattsburgh, NY 12903

Local SWA Career Center phone number: 518-561-0430

<sup>2</sup> Per Section 193 of the NYS Labor Law, workers may not be charged for any company-specific uniform. Per the NYS Miscellaneous and Hospitality Minimum Wage Orders, if workers are required to maintain company specific uniforms, they must be provided with the applicable weekly maintenance amount.

## **Job Description (continued)**

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 (including uniform, if applicable) necessary to perform duties assigned. If requested, employer assists non-local workers to secure optional worker-paid lodging. The cost (TBD) will not exceed fair market value, based on number of occupants. Rental payments are paid by workers directly to property owner and are not payroll deducted.

**WORKSITE LOCATION:** 7631 Route 9 Plattsburgh NY 12901 and multiple worksites within Franklin, Essex, and Clinton counties. Employer provides incidental transport between job sites. Such transportation complies with all applicable Federal, State, and local laws/regulations. No daily transportation to/from workers' home and primary worksite.

**WAGES:** Wage rate is no less than \$20.33/per hour. Overtime hours vary at \$30.50/per hour. Raises and/or bonuses may be offered to any worker in the specified occupation, at the company's sole discretion, based on individual factors including work 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 Monday through Friday , from 7:00 AM 4:00 PM. 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.

**DEDUCTIONS:** Employer makes all payroll deductions required by law. Employer does not envision other workforce-wide payroll deductions.

**REFERRAL INSTRUCTIONS:** To apply, contact Lake Champlain Roofing Holdings, LLC DBA Lake Champlain Roofing at (518) 562-9956, or apply at the job order holding office: Plattsburgh OneWorkSource Center- 194 US Oval Plattsburgh, NY 12903. Phone: 518-561-0430

Recruitment end date: 2/24/2024

## Terms and Conditions / Clarifications and Assurances / Additional Information

### Employer Obligations

The employer's job order will offer to U.S. workers (this means anyone, including foreign-born residents, residing within the U.S. and/or its territories) no less than the same benefits, wages, and working conditions 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 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 consistent with H-2B regulations.

The employer must provide to an H-2B worker outside of the U.S. 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, a copy of the job order in a language understood by the worker, including any subsequent approved modifications.

During the period of employment specified on the *Application for Temporary Employment Certification*, the employer must comply with all applicable Federal, State and local employment-related laws and regulations, including health and safety laws. This includes compliance with 18 U.S.C. 1592(a), with respect to prohibitions against employers, the employer's agents or their attorneys knowingly holding, destroying or confiscating workers' passports, visas, or other immigration documents.

### Recruitment Activities

Employers must conduct recruitment of U.S. workers to ensure there are not qualified U.S. workers who will be available for the positions listed in the *Application for Temporary Employment Certification*. U.S. applicants can be rejected **only** for lawful job-related reasons. Unless otherwise instructed by the Certifying Officer (CO), the employer must conduct the recruitment described in 655.42 through 655.46 within 14 calendar days from the date the Notice of Acceptance is issued. All employer-conducted recruitment must be completed before the employer submits the recruitment report as required in 655.48. Employers must continue to accept referrals and applications of all U.S. applicants interested in the position until 21 days before the date of need.

Employers that wish to require interviews must conduct those interviews by phone or provide a procedure for the interviews to be conducted in the location where the worker is being recruited so that the worker incurs little or no cost. Employers cannot provide potential H-2B workers with more favorable treatment with respect to the requirement for, and conduct of, interviews. The employer must consider all U.S. applicants for the job opportunity. The employer must accept and hire any applicants who are qualified and who will be available.

The employer may be instructed by the CO to conduct additional reasonable recruitment. Such recruitment may be required at the discretion of the CO where the CO has determined there is a likelihood that U.S. workers who are qualified and will be available for the work, including but not limited to where the job opportunity is located in an Area of Substantial Unemployment.

### Wage Rates, Special Pay Information, and Deductions

The offered wage in the job order equals or exceeds the highest of the prevailing wage or Federal minimum wage, State minimum wage, or local minimum wage. The employer must pay at least the offered wage, free and clear, during the entire period of the contract. A single workweek will be used to compute wages due.

All deductions from the worker's paycheck required by law will be made. No deductions will be made which reduce a worker's wages below the required rate. In New York State, the only deductions that can be taken from worker pay are:

1. Those required by law, such as Social Security, income tax, and garnishment of wages; and
2. Those that benefit workers and are authorized in writing, such as life insurance, or a savings account.

Any other deductions are illegal.

If, before the expiration date specified in the job order, the services of the worker are no longer required for reasons beyond the control of the employer due to fire, weather, or other Act of God, or similar unforeseeable man-made catastrophic event (such as an oil spill or controlled flooding) that is wholly outside the employer's control that makes the fulfillment of the job order impossible, the employer may terminate the job order with the approval of the CO. The employer must make efforts to transfer the H-2B worker or worker in corresponding employment to other comparable employment acceptable to the worker and consistent with the Immigration and Nationality Act, as applicable. If a transfer is not affected, the employer must 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 the worker's next certified H-2B employer, whichever the worker prefers.

On or before each payday the employer will provide to each worker in one or more written statements the following information: (1) the worker's total earnings for each workweek in the pay period; (2) the worker's hourly rate and/or piece rate of pay; (3) for each workweek in the pay period the hours of employment offered to the worker; (4) for each workweek in the pay period the hours actually worked by the worker; (5) an itemization of all deductions made from or additions made to the worker's wages; (6) if piece rates are used, the units produced daily; (7) the beginning and ending dates of the pay period; and (8) the employer's name, address and FEIN.

### Transportation, Subsistence, and Fees

Employer agrees to reimburse inbound transportation and subsistence expenses (\$ 15.88 per day minimum, without receipts, to a maximum of \$ 59.00 per day, with receipts) 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). In determining the appropriate amount of reimbursement for meals for less than a full day, the employer may provide for meal expense reimbursement, with receipts, up to 75 percent of the maximum reimbursement for meals, or \$ 44.25. The employer may 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 worker before the worker's departure, or pay the worker for the reasonable costs incurred by the worker.

If the worker completes the period of employment covered by the job order (not counting any extensions), or if the worker is dismissed from employment for any reason by the employer before the end of the period, and the worker has no immediate subsequent H-2B employment, the employer must provide or pay at the time of departure for the worker's cost of return 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. If the worker has contracted with a subsequent employer that has not agreed in the job order to provide or pay for the worker's transportation from the employer's worksite to such subsequent employer's worksite, the employer must provide or pay for that transportation and subsistence. If the worker has contracted with a subsequent employer that has agreed in the job order to provide or pay for the worker's transportation from the employer's worksite to such subsequent employer's worksite, the subsequent employer must provide or pay for such expenses. 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.

If applicable, employer will provide transportation, at no cost to the worker, to the actual work site and return at the end of the day.

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).

### Tools and Equipment

The employer will provide workers at no charge all tools, supplies, and equipment required to perform the job.

### New York Paid Sick Leave

Per the New York Paid Sick Leave Law, all employees must be provided sick leave as applicable. Hours earned (up to a prescribed maximum) are rolled over from year to year for seasonal workers.

Please select the option that applies to your business:

- ☐ Employers with 4 or fewer employees and a net income of less than 1 million in the prior tax year must provide employees with up to 40 hours of unpaid sick leave per year.
- ☒ Employers with between 5 and 99 employees and employers with 4 or fewer employees and a net income of greater than 1 million in the prior tax year must provide each employee with up to 40 hours of paid sick leave per year.
- ☐ Employers with 100 or more employees will provide up to 56 hours of paid sick leave per year.

### Additional New York State Assurances

- NYS Labor Law section 201g requires that employers adopt a sexual harassment prevention policy. Interactive training and a copy of the written policy must be provided to all workers. The policy must be provided in the language spoken by the workers.
- Deductions from Worker's Pay: Article 6 of the NYS Labor Law, sections 193.1 and 193.2, prohibit an employer from deducting monies, either through payroll deduction or by separate transaction, any amount or charge which is not authorized by NYS labor law. Therefore, the employer may NOT make any other deductions NOT required by law.

Employer Signature



Date:

12/16/2024

## Job Summary

**Order Number:**

NY1517988

**Date Job Order Received:**

12/17/2024

**Number of Openings:**

10

**Company Name:**

Lake Champlain Roofing Holdings, LLC

**Job Title:**

Roofer Helper

**Minimum Experience Required:**

3 months

**Job Description:**

Roofer Helper- 10 fulltime, temporary, seasonal (H-2B) jobs available 03/17/2025-12/16/2025  
Employer: Lake Champlain Roofing Holdings, LLC 7631 Route 9, Plattsburgh NY 12901. Duties: Assist skilled roofers in replacing and installing roofs and roof related surfaces. Hoist roofing materials to roofs; carry materials up ladders; remove old roof material; clean up work area and remove debris; maintain and clean tools and equipment. Must lift/carry 50lbs when necessary. Work hours: Mon-Fri, 7am-4pm, 40 hours/week at \$20.33/hour. Overtime at \$30.50/hour. Saturday work required when necessary. Employer will provide transportation to and from work sites within Franklin, Essex and Clinton Counties from central pick-up point: 7631 Route 9, Plattsburgh NY 12901. No education required, 3 month experience required Post-hire, post-accident drug testing required of foreign and domestic workers. Post-hire employment eligibility (eVerify) check required of foreign and domestic workers. A single workweek will be used to compute wages due. Workers will be paid weekly on Friday. All deductions from the worker's paycheck required by law will be made. Company-specific uniforms are required and are provided and maintained by the employer at no charge to the worker. Employer will provide workers at no charge all tools, supplies, and equipment required to perform the job. If requested, employer helps non-local workers secure optional worker-paid lodging (not to exceed fair market value, based on number of occupants; cost TBD). Housing costs paid directly to landlord and are not payroll deducted. H-2B workers will be paid in advance or 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 (including meals and, to the extent necessary, lodging) 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, except where the worker has subsequent employment. Daily subsistence rates are \$15.88/day without receipts or up to \$59/day with receipts. 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 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. Interested candidates may contact Plattsburgh OneWorkSource Center, 194 US Oval, Plattsburgh, NY

12903. Or by phone 518-461-0430. Reference job order NY1517988. Or interested candidates may contact Lake Champlain Roofing, attention Bryan Rivera (VP of Operations) by e-mail: Bryan@lakechamplainroofing.net or call 518-562-9956. Reference job order NY1517988.

**Job Location:**

7631 Route 9  
Plattsburgh, New York

**Pay:**

\$20.33 - \$30.50 Hourly

**Benefits:**

No benefits mentioned.

**Hours per Week:**

40

**Duration:**

Full Time, Temporary

**Work Days:**

Monday thru Friday

**Shift:**

First (Day)

**Public Transportation:**

Information not provided.

**Minimum Education Required:**

Less Than High School

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

To apply, contact the employer by email:

Email: bryan@lakechamplainroofing.net