

## Work Order

Full Name:

Email Address:

Telephone Number:

When do you need a worker?

### Type of Work

- yard work/ landscaping
- cleaning
- hauling
- cement/construction
- painting
- other: please describe

WORK REQUESTED: DESCRIPTION:

# Employer Agreement Guidelines and Regulations

The mission of the Day Worker Center in Santa Cruz County is to facilitate the safe and dignified hiring of day workers, by providing a physical space where workers can seek job opportunities and employers can hire workers. Additionally, the Center offers a variety of supportive services and training opportunities to its members to enrich their skill sets with the goal of providing quality services to the community.

Thank you for choosing the Day Worker Center of Santa Cruz County, it is our commitment to our employers and our day worker community to facilitate an easy and dignified hiring process. **Please review, sign, and submit this Day Worker Regulations and Guidelines form along with the Employer Contact Work Order Request Form so that our Center can facilitate your job match with an employer.**

## **PLEASE CHECK EACH BOX TO VERIFY THAT YOU HAVE REVIEWED AND AGREE WITH THE FOLLOWING REGULATIONS AND GUIDELINES:**

- Employers must pay workers directly. When you are matched with a day worker, you become their employer.** The Day Worker Center is not the employer for any day worker matches and does not take a commission from day workers nor receive any payment from employers. Day workers keep 100% of their pay.
  - Employers must ensure drinking water and bathrooms are available for workers.
  - Rest Periods:** Employers must provide a 10-minute paid rest break for every four-hour period worked.
  - Meal Periods:** Employers must provide a 30-minute meal period to employees for every 5 hours worked per day
  - Overtime:** Employers must pay time and a half (1.5 x hourly wage) for any work done beyond 8 hours per day. Employers must also pay time and a half for any work done beyond 40 hours per week.
  - Taxes**
- A. FEDERAL Taxes:** Employers are not required to report or withhold federal taxes for their employees unless they pay any employee wages of \$1,400.00 or more per year, or \$1,000 or more in any three-month period.
- B. State Taxes (CA).** Employers are not required to report wages to the State of California unless you pay more than \$750 to an employee in any three-month period.
- Safety:** Employers must provide a safe workplace, free from serious recognized hazards, and comply with standards, rules and regulations issued under the OSH Act. Employers must provide adequate Personal Protective Equipment to the workers. Additionally, if employers require the use of their own tools, they must provide equipment and tools that are properly maintained and demonstrate the use of the tools to ensure safety in the workplace. As in all situations when you invite a guest onto your property, make certain that the environment is safe, and you are not consciously putting someone into a dangerous position.
  - Worker Injuries: The employer is solely responsible for any injuries in the workplace.** **Generally, employers in California are required to provide workers comp coverage for any employee:**
- A.** Homeowners or occupants who employ a day worker at their residence are required to maintain workers compensation insurance if they employ a worker for either more than 52 hours in a 90-day-period **OR** pay more than \$100 to the employee in that period. Homeowners can usually add a worker's comp rider to their homeowner's policy. Please consult with your homeowner's insurance company for more information and/or contact the State Compensation Insurance Fund at 1888-782-8338 or visit the following websites: [www.dire.ca.gov/dwc](http://www.dire.ca.gov/dwc) or [www.statefundca.com](http://www.statefundca.com)
- B.** For employment periods or wages less than the amounts in (A) noted above, most homeowner's policies include liability coverage which would cover workers hired for short periods of time. If you are unsure about the coverage in your homeowner's insurance policy, please review your policy or consult with your homeowner's insurance company for more information.



C. In addition to connecting with your insurance company, as a courtesy, we request that you please inform the Day Worker Center if any injuries occur as soon as possible at our office number: (831) 475.9675.

**In addition to these legal obligations, we reiterate the following:**

- Minimum Wage** : The workers have collectively developed a recommended minimum wage that starts at \$18 per hour, and may be higher, depending on the difficulty and skill level required for the job. Workers prefer to be paid by the hour. Wages are discussed prior to dispatching a day worker to the worksite. However, workers reserve the right to negotiate their payment based on the job and the skills necessary to complete the job.

I acknowledge that I have reviewed and understand the policies and guidelines within this document. I agree to abide by the guidelines and responsibilities to ensure my participation in the job match services facilitated by the Day Worker Center.

X \_\_\_\_\_

# Signature Certificate

Document name: Work Order

Unique Document ID: 36FC36DFDC0C066B9F4D3CBBB02C8FF7AC8CA8A9

LEGALLY SIGNED USING  
**WP**signature  
Build. Track. Sign Contracts.

## Timestamp

June 7, 2021 4:10 pm PDT

## Audit

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This audit trail report provides a detailed record of the online activity and events recorded for this contract.

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