



Welcome of the Plano Day Labor Center!

This document outlines the Day Labor Center rules, policies, and procedures to clearly communicate the City's expectations of you as a participant and the consequences of violating these expectations.

Staff and contractor expectations are also posted on site for your review.

Any future changes to these regulations will be posted on site in a public location.

Please let staff know if you have any questions or concerns.

Definitions:

<u>Workers:</u>	Individuals registered with the Day Labor Center.
<u>Visitors:</u>	Individuals who are not registered with the Day Labor Center.
<u>Staff:</u>	City employees who work at, or directly with, the Day Labor Center.
<u>Contractors:</u>	Individuals, homeowners, or businesses who engage in employment activities at the Day Labor Center.
<u>Verbal Abuse:</u>	Attacking an individual or group through the use of profanity, or other hostile language, or a verbal threat, or physical harm.
<u>Legitimate Work:</u>	An offer of employment that is not known by either staff or the worker to violate any city, state or Federal laws, such as the minimum wage.

Day Labor Center Rules for Workers

1. Workers are prohibited from loitering on the street, sidewalk, or right-of-way including grassy areas adjacent to Archerwood Street and Ozark Drive. Soliciting employment or a ride while standing in the street, on the sidewalk, or where otherwise posted is prohibited by law.
2. Workers will not approach contractors, including talking, waving, or attracting attention to themselves in any manner. Workers will not solicit or approach contractors or visitors that come to the Day Labor Center.
3. Open or unopened alcoholic beverages, weapons, and narcotics are not allowed at the center.
4. No one at the Day Labor Center can be under the influence of alcohol or drugs. Suspicion of drug or alcohol use will be determined by staff.
5. Staff, workers, contractors and visitors at the Day Labor Center will be treated respectfully. Verbal abuse and/or physically threatening behaviors are not tolerated.

Consequences for Violation of the Rules

1. Any worker who violates the rules of the Day Labor Center will be given a verbal and written warning by staff. The written violation letter will be available to the worker at the start of business the following day. The verbal warning will be issued immediately. Any worker receiving a verbal warning must leave the Day Labor Center immediately and may not return for one (1) week except to request a copy of the written violation letter.
2. For any subsequent offenses, the worker will be issued a criminal trespass and/or one-year suspension notice. For criminal offenses, the worker may be charged with a crime and arrested by the Police. The worker will not be allowed to return to the Day Labor Center for one (1) year from the date of the notice, with the single exception of returning to request an appeal from the Day Labor Center Supervisor or request a copy of the written violation letter.
3. The worker may appeal the criminal trespass or suspension to the Day Labor Center Supervisor in writing within two (2) business days of the verbal notice. The Day Labor Center Supervisor's decision will be final.
4. After two criminal trespass or one-year suspension notices, any subsequent violations will result in the worker being permanently suspended from participating at the Day Labor Center.
5. The worker may appeal the permanent suspension to the Day Labor Center Supervisor in writing within two (2) business days of the notice. The Community Services Manager will hear the appeal, and the decision will be final.

Day Labor Center Procedures

1. Workers will not arrive on site prior to the opening of the center for business. The Day Labor Center business hours are, with noted exceptions below:

	OPEN**	CLOSED**
Monday	6:30 AM	1:30 PM
Tuesday	6:30 AM	1:30 PM
Wednesday	6:30 AM	12:45 PM
Thursday	6:30 AM	1:30 PM
Friday	6:30 AM	1:30 PM
Saturday	6:30 AM	12:00 PM
Sunday	CLOSED	CLOSED

**Day Labor Center will be closed on all City of Plano observed Holidays and as posted.

2. Workers are not permitted at the Day Labor Center when staff is not present.
3. When arriving at the Center, Workers must immediately go to the end of the line and log in by scanning their card into the system in order to be eligible for work
4. Workers may not log in after 9:30 a.m. each day. Any worker who does not log in immediately is not allowed to remain at the Day Labor Center.
5. If a worker is expecting a contractor to request him/her, the worker will notify staff when logging in.
6. After logging in, workers should stand in designated locations to wait for a call to work from staff.
7. Workers must have permission from staff before approaching a vehicle for any reason.
8. Contractors may not approach Workers directly. They are to wait for assistance from staff to ensure the correct processes are observed.
9. A Day Labor Center staff member will meet with the contractor and discuss the job requirements.
10. Contractors may request specific workers by name, specific skills, or job requirements.
11. The staff will recommend the next worker on the list who has marked the requested skill. Staff announces the name of that worker.
12. The worker will respond and step forward. If the worker does not respond and step forward, staff will repeat step 10 (above) until a worker is found. Workers who do not respond will be crossed off the list and will not be called for work from the list again, unless authorized for leave previously by staff per item 13 below.

Plano Day Labor Center Rules, Policies, and Procedures for Workers

13. If the contractor requires a skill not listed, staff announces the contractor's needs to the workers in Spanish and English. Any worker possessing that skill may step forward. If multiple workers step forward, the next person on the list will be chosen.
14. Workers must be on the Day Labor Center property when his/her name is called. If a worker must leave the property, he/she must notify a staff member if he/she wishes to return that day.
15. The worker will approach the vehicle, and the staff and/or contractor will describe the requirements of the job.
16. The contractor and worker will negotiate the details of the job and the wages in front of staff. Laborers are paid according to the agreement between the laborer and the contractor.
17. If a worker refuses legitimate work for which he/she is qualified and able, he/she will be removed from the list and must leave the Day Labor Center premises immediately.
18. Workers will show their card to staff before leaving on a job assignment.

Day Labor Center Policies

1. Workers must stand in designated areas on site. After check-in, workers should stand behind the white line on the porch and within the fenced area designated for workers. Workers cannot congregate elsewhere on site.
2. All trash must be disposed of properly in trash containers. All workers are required to help pick-up trash and keep the site clean and presentable.
3. Workers will not curse or use foul language when communicating.
4. Workers are not permitted to sit on, lean on, or cross the fence.
5. Workers will not sleep on the premises.
6. The phone is for official business use only.
7. Smoking is prohibited in the building or on the porch. City of Plano ordinance prohibits smoking within 25 feet of any City building. Cigarette waste must be disposed of properly in the urns located near the west fence.
8. If a worker loses his/her card, they must request and pay for a new one immediately or leave the premises.

Consequences for Violation of Procedures and Policies

1. Any worker who violates the procedures or policies of the Day Labor Center will be given a verbal warning by staff immediately following the infraction. A written violation letter will be available to the worker at the start of business the following day. Any worker receiving a *verbal* warning must leave the Day Labor Center immediately and may not return that day.
2. For the second offense in violation of procedures or policies, the worker will be given a verbal warning by staff immediately following the infraction. A written violation letter will be available to the worker at the start of business the following day. Any worker receiving a *written* warning must immediately leave the Day Labor Center and may not return for one (1) week except to request a copy of the written violation letter.
3. For any subsequent violations of procedures or policies, the worker will be issued a criminal trespass and/or one-year suspension notice. For criminal offenses, the worker may be charged with a crime and arrested by the Police. The worker must leave the property and will not be allowed to return to the Day Labor Center for one (1) year from the date of the notice, with the exception of returning to request an appeal from the Day Labor Center Supervisor, or a copy of the written violation letter.
4. The worker may appeal the criminal trespass or suspension to the Day Labor Center Supervisor in writing within two (2) business days of the verbal notice. The Day Labor Center Supervisor's decision will be final.
5. After two criminal trespass or one-year suspension notices, any subsequent violations will result in the worker being permanently suspended from participating at the Day Labor Center.
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Acknowledgment

I understand and agree to abide by the Plano Day Labor Center rules, policies and procedures. I accept that violation of these rules, policies and/or procedures may require suspension or revocation of my privileges to participate in the Plano Day Labor Center as outlined above. Any changes to the above will be posted on site in a public location.

Worker Signature

Date

Witness Signature

Date