



805 Ozark Drive Plano, TX 75074 Phone 972-422-6384

### Contractor Information

Welcome to the Plano Day Labor Center. The Day Labor Center was established in 1994 to provide access to contract labor for both workers and contractors in a safe and orderly manner. We ask that you abide by the following to ensure the most effective process for all parties.

1. Contractors should come in the East entrance so the traffic will move in one direction. You are to line up in the driveway to wait for assistance from staff or park in the parking lot to come into the building and meet with staff.
2. State law and city ordinance prohibit hiring of workers off the street. All workers must be contacted through the Day Labor Center staff.
3. Contractors may not approach workers directly. A Day Labor Center staff member will meet with the contractor and discuss the job requirements. Please be specific if you have any special job requirements.
4. Workers are called out strictly according to the order in which they appear on our sign-up lists. Contractors may request specific workers by name, specific skills, or job requirements. Staff does not discriminate between workers for any reason, including race, ethnicity or perceived skills. We do not guarantee that any worker you pick up will be able or willing to do the job.
5. 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. Staff does not set pay rates.
6. The City of Plano does not check documentation of Day Labor Center workers. Compliance with employment laws is the responsibility of the employer. For more info call 1-800-832-9243 or [www.twc.state.tx.us](http://www.twc.state.tx.us). Any employment contract is strictly between the contractor and the worker.
7. **The Day Labor Center business hours are: Monday - Friday, 6:30 a.m. until 1:30 p.m., Wednesday, 6:30 a.m. until 12:45 p.m., and Saturday - 6:30 a.m. until 12:00 p.m. Workers are not permitted at the Day Labor Center when staff is not present. Day Labor Center will be closed on all City of Plano observed Holidays or as posted.**