



Welcome to 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:

Workers: Individuals registered with the Day Labor Center.

Visitors: Individuals who are not registered with the Day Labor Center.

Staff: City employees who work at, or directly with, the Day Labor Center.

Contractors: Individuals, homeowners, or businesses who engage in employment activities at the Day Labor Center.

Verbal Abuse: Attacking an individual or group through the use of profanity, or other hostile language, or a verbal threat, or physical harm.

Legitimate Work: 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 and sidewalk. Soliciting employment or a ride while standing in the street or 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.
 - **Verbal abuse** may consist of shouting, insulting, intimidating, threatening, shaming, demeaning, or derogatory language, among other forms of communication.
 - **Physically Threatening Behaviors** can be words, actions or other behavior which expresses intent to injure or physically abuse another person or behavior which would cause a person of ordinary sensibilities of fear of injury or harm

Consequences for Violation of the Rules

1. Any worker who violates the rules of the Day Labor Center will be given an Initial Reminder. A written violation letter will be available to the worker at the start of business the following day.
2. Any worker who violates the rules of the Day Labor Center will be given a verbal warning by staff. 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 for one (1) week except to request a copy of the written violation letter.
3. Any worker that violates any Rule for the third time, 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.

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

4. 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.
5. 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.
6. 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.
7. 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.
8. Instances where multiple Rules, Policies and/or Procedure have been violated, the lesser of the three consequences will be issued.

❖ Rule Violations will begin to drop off after 2 years of first violation

9. Disorderly Conduct Texas Penal Code 42.01

- Discharging a firearm in a public place other than a public road or a sport shooting range;
- Displaying a firearm or other deadly weapon in a public place in a manner calculated to alarm or discharging a firearm on or across a public road;
- Exposing a person's anus or genitals in a public place and being reckless about whether another may be present who will be offended or alarmed by this act.
- Using abusive, indecent, profane, or vulgar language in a public place that is likely to incite an immediate breach of the peace;
- Making an offensive gesture or display in a public place that is likely to incite an immediate breach of the peace;
- Abusing or threatening a person in a public place in an obviously offensive manner;
- Making unreasonable noise in a public place other than a sport shooting range, or in or near a private residence that he has no right to occupy;
- Fighting with another in a public place;

Any person(s) at the Day Labor Center or surrounding area that violate any part of Penal Code 42.01 can be subject to enhanced consequences that can lead up to Permanent Suspension from the Day Labor Center. The Day Labor Center is here to provide a safe venue for anyone that visits the Day Labor Center.

Consequences for Violation of Penal Code 42.01

- Violation on any of the above mention Penal Code will lead to an immediate week suspension. Any subsequent offenses will lead to a year suspension or after two criminal trespass or 2 one-year suspension notices will result in the worker being permanently suspended from participating at the Day Labor Center

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	1:30 PM
Thursday	6:30 AM	1:30 PM
Friday	6:30 AM	1:30 PM
Saturday	6:30 AM	12:00 PM
Sunday	<i>CLOSED</i>	<i>CLOSED</i>

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

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. You cannot scan card that does not belong to you.
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. Screen #1 "Daily Lotto List" you will find your Day Labor Center registration number and the numerical location.
8. Workers must have permission from staff before approaching a vehicle for any reason.
9. Contractors may not approach Workers directly. They are to wait for assistance from staff to ensure the correct processes are observed.

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

10. A Day Labor Center staff member will meet with the contactor and discuss the job requirements.
11. Contractors may request specific workers by name, specific skills, or job requirements.
12. The staff will recommend the next worker on the tablet under Select Workers who have the requested skill. Staff announces the name of that worker.
13. 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.
14. Screen #2 (Assignments) allows you to see live what the contractor is requesting and who is next based on the contractor needs.
15. 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.
16. 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.
17. The worker will approach the vehicle, and the staff and/or contractor will describe the requirements of the job.
18. 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.
19. 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.
20. 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.

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

5. Workers will not sleep on the premises.
6. The phone is for official business use only. We provide an electrical strip where you can charge your phone. We are not responsible for any loss/damages to your device. We are not responsible for your device if it's left behind.
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 \$10 for a new one immediately or leave the premises.
9. If a worker is sent to work and is paid any amount, he/she must leave the Day Labor Center immediately after being dropped off for the day.
10. A charging strip has been provided for you to charge your electronic device. The City of Plano and the Day Labor Center is not responsible for the loss/damage of your electronic device. It is your responsibility to keep an eye on it or take it with you at all times.

Consequences for Violation of Procedures and Policies

1. Any worker who violates the procedures or policy of the Day Labor Center will be given an Initial Reminder by staff immediately following the infraction.
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) day except to request a copy of the written violation letter.
3. For the Third 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.
4. For the Fourth 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) year except to request a copy of the written violation letter.
5. For the Fifth 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

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

written warning must immediately leave the Day Labor Center and may not return for one (1) year except to request a copy of the written violation letter.

6. 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.
7. 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.
8. 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.
9. Instances where multiple Rules, Policies and/or Procedure have been violated, the greater of the two consequences will be issued.

❖ Policies and Procedure Violations will begin to drop off after 1 year of first infraction.

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.

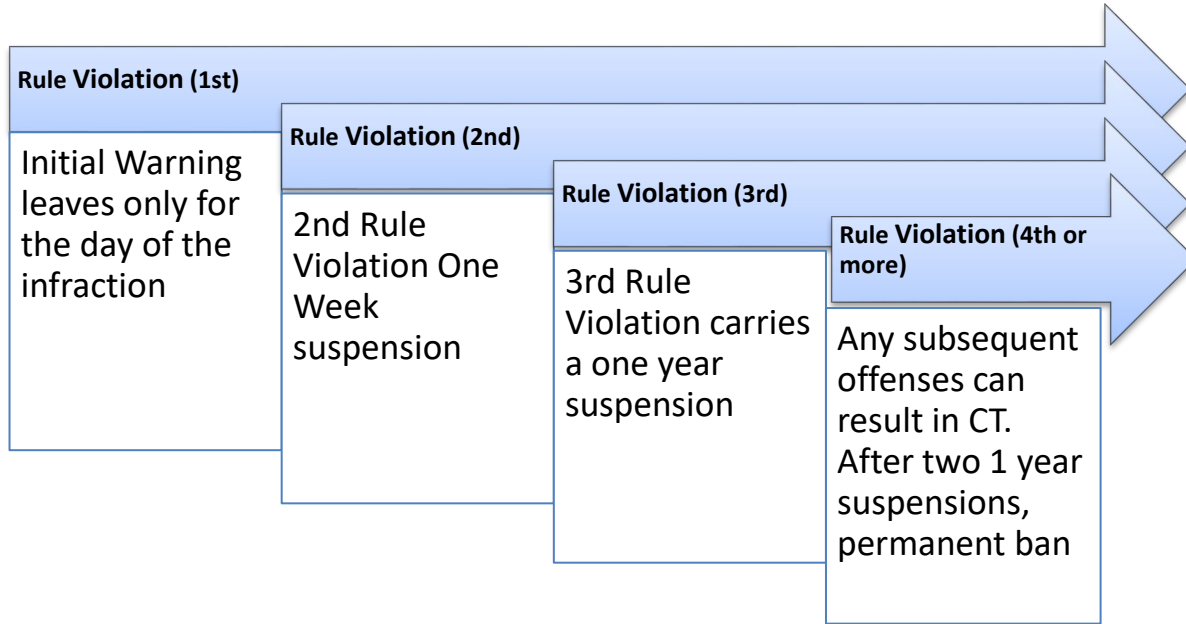
Worker Signature

Date

Witness Signature

Date

Rule Violation



Policy and Procedure Violation

