Defining Employee Expectations

Your farm may or may not have a company handbook. If you don’t have one, a simple step to creating some structure around expectations is coming up with a list and reviewing with the team. Our suggestion is to go over verbally and then support the conversation by posting expectations in a common area or by the time clock. If you have a handbook, most employees don’t have them readily available, having a quick summary is a great reminder to both employees and management of the basic rules for the organization. See the below list for an example of what a grain operation has used for their farm.

What matters to our organization

- Safety of all employees
- High focus on teamwork and clear communication
- Top quality crops
- Efficiency of our efforts

Work Policies & Expectations

- **We expect all of our employees to**
  - Notify management of break downs, equipment damages and maintenance concerns
  - Be flexible in adapting to constant change of tasks, hours and job roles
  - Keep open communication with management
  - Be respectful when working with one another
  - Represent our company in good image at work and in the community
  - Clean and throw out trash from vehicles/equipment at the end of the day
  - Bring ideas to the table for areas of improvement and concern
  - Follow safety practices

- **General policies**
  - For their safety, no visitors at work or riding in equipment/vehicles
  - You are responsible for your personal items at work
  - Park in designated areas
  - Off-duty employees should not linger on premises after work
For safety and teamwork, we do not tolerate

- Inappropriate work behavior such as poor attitude, yelling, throwing tools, purposely not following direction of management, etc.
- Drug use (We do pre-hire and random drug testing)
- Alcohol use on premises or in vehicles/equipment
- Texting while driving company vehicles/equipment
- Personal phone calls at work unless an emergency
- Use of iPod’s at work
- Workplace violence
- Sexual harassment

Working Hours

- All pay is paid at straight time
- Pay week is from Sunday to Saturday
- Paychecks are handed out on Mondays
- You are responsible for knowing your work time from your manager, typical start at 7:00am
- You must check in with your manager before you leave for the end of the day
- You are expected to be to work on time
- If sick, you are to personally contact your manager at least an hour before your start time

Employment at-will

- The employee may leave or the employer may terminate the employee at any time with or without cause or notice