

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