

Employee Management Skills for Today: Planning for Success

Agricultural producers in Minnesota rely more heavily than ever on a hired workforce, family and non-family employees to successfully produce food. Managing farm labor is more critical than ever before. Workforce management affects both a farm's risk management strategy and overall profitability. An employee handbook helps a farm establish consistent policies for their business and their workforce, sets expectations and helps avoid problems. These separate workshops will help you understand the regulations and will give you tools to help you be a better employee manager. Attend one or both to get the information you need for your operation.

The "Why's and How's" of Developing Employee Handbooks

January 30, 2014

Cabela's (2nd floor meeting room)
20200 Rogers Dr., Rogers, MN 55374

Registration begins at 9:30 a.m.

Program runs from 10:00 a.m.—3:00 p.m.

NEW DATE

Tax & Legal Issues for Hired Labor

Tues., February 4, 2014

Cabela's (2nd floor meeting room)
20200 Rogers Dr., Rogers, MN 55374

Registration begins at 9:30 a.m.

Program runs from 10:00 a.m.—3:00 p.m.

NEW DATE

Why have an employee handbook?

- 1) Improve the image of the farm business.
- 2) Aid communication with employees.
- 3) Help assure that all employees are treated fairly.
- 4) Encourage employers to face important policy decisions.

Workshop topics include:

- Business policies
- Employee orientation and training
- Employee work policies
- Employee pay information
- Leave of absence
- Employee discipline
- Job performance

Instructor: Chuck Schwartau, Extension Educator

Workshop topics include:

- Worker documentation
- I-9 forms
- New hire reporting
- Tax forms
- Tax filings
- Workers Compensation Insurance
- Unemployment Insurance
- Overtime
- Employee benefits
- Payroll

Instructor: C. Robert Holcomb, Extension Educator

Employee Management Registration Form: (Lunch is included.)

Name: _____

Farm Name: _____

Address: _____

City, State, Zip: _____

County: _____

Phone: _____

Email: _____

Other Attendees: _____

Jan. 30—First Person @ \$50.00 \$ 50.00
 Additional: ___ persons @ \$25.00 = _____
 Total Enclosed: \$ _____

Feb. 4—First Person @ \$50.00 \$ 50.00
 Additional: ___ persons @ \$25.00 = _____
 Total Enclosed: \$ _____

Please indicate method of payment:

Check (payable to MFVGA) VISA MasterCard

Number _____ Exp. Date _____ V-Code _____

Signature _____

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