

This employee handbook was created to help producers create their own handbook. It was compiled using other employee handbooks. Under some categories more than one example is included. It is recommended that the producer have their lawyer proofread their final copy before distributing it to their employees.

Farm Name

Employee Handbook

2006

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Welcome

Welcome to (Farm Name).

We are pleased to have you join our operation. We want for you to be comfortable with this operation.

This handbook is intended to help you become better acquainted with the operation, its policies and rules and your benefits and privileges. Make yourself familiar with the information contained within. Questions are sure to arise during the course of your employment and this handbook should help answer them. If not, we will be glad to help you with them.

Keep this book for future reference. From time to time changes may be necessary, so you will be given revised pages to replace or add to your handbook.

This handbook is not an employment contract or does not guarantee employment for any determined amount of time. You have been “employed at will”.

Again we are proud to have you as a part of our operation.

History

(Farm Name) began in 1965 as small diversified crop and livestock farm. Cattle were phased out of our operation in 1986, so we could concentrate on hogs and crops.

Our operation started with 50 sows in a pasture lot. We farrowed twice a year. The operation now farrows bi-weekly with an average annual inventory of 300 sows, with plans to expand to 600 sows and multi-site production.

We currently finish 50 percent of market hogs on-site and contract finish the remaining 50 percent. Expansion plans are to convert current finishers to breeding/gestation and current nurseries to farrowing. New finishers and nurseries will be built off-site in two separate locations.

Philosophy

We want to be economically sound. We must be able to produce the highest quality pork at the lowest possible cost, regardless of market conditions. To achieve that goal, we will strive to attract and retain honest, skilled and dedicated employees and not settle for second best.

We work hard at (Farm Name). Anything less is not acceptable. Hard work and dedication are what this operation has been built on. The continued prosperity of this operation will be determined by the efforts of our employees. If our employees are successful, then (Farm Name) will be successful.

Employment Policies

Personal Policy

A tremendous part of the success of (Farm Name) is dependent upon its most important asset-its people. It is our objective to provide a relationship of mutual trust and respect which will allow employees to attain personal satisfaction from their work and contribute to our operation's successful growth.

(Farm Name)'s policy is to:

1. Select and hire the best qualified men and women without regard to race, creed, color, age, sex, national origin, religion and handicap;
2. Provide wages, salaries, and employee benefits that are competitive with those provided for similar positions in the local area and with industry competition, and to regularly review area wages, salaries, and benefits to insure our programs are competitive;
3. Promote from within by providing opportunities for qualified employees to fill open positions whenever possible;
4. Provide job security by improving the operation's position in industry to minimize adverse effects on our employees while maintaining the stability of the operation;
5. Provide safe working conditions by maintaining an orderly operation and developing and adhering to policies and practices that insure the safety and health of our employees;
6. Encourage an individual's self-development by providing educational programs, training and other opportunities for skill development and advancement;
7. Recognize length of service as a factor in cases of promotion, layoff and recall, other qualifications being equal;
8. Be fair in the administration of our policies and practices;
9. Keep employees informed by providing open communication of developments within the operation which are of interest to employees; and
10. Encourage open discussion of all ideas, suggestions, problems and matters of concern among employees, supervisors and managers. (Differences of opinion,

complaints and problems will occur. When this happens, a fair hearing will be given to all viewpoints to develop a positive solution.)

Equal Employment Opportunity

Equal opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination on the basis of their race, color, religion, sex, national origin, age, status as Vietnam era veteran, or disability.

For purposes of promotions, demotions, layoffs, recalls from layoffs, transfers and filling temporary openings, the employee's qualifications, including ability to perform the work and physical fitness and service, will be considered without regard to race, color, religion, sex, national origin, age, status as a Vietnam era veteran or disability.

All compensation and benefit programs will be administered without regard to race, color, religion, sex, national origin, age, status as Vietnam era veteran, or disability

Hiring-Rehiring

Job applicants and former employees who are being considered for hire or rehire must complete the following before employment can commence: (Please note rehires have the same status as new hires, no credit is given for previous employment, except where previous service affects profit sharing.)

1. Be interviewed and recommended for employment by the Human Resources Department;
2. Be approved by the department where the employee will work;
3. Provide proper certification as required by the job category;
4. Be certified by a doctor as physically able to do the anticipated work;
5. Be signed up by the Personnel Department, including completion of all applicable data and benefit records; and
6. Be instructed in all work rules, safety rules and other rules applicable to the job and operation.

Solicitations and Distribution

Solicitation and distribution of literature by non-employees on (Farm Name) property is prohibited.

Solicitation by employees on (Farm Name) property during working time is prohibited. Working time is the time an employee is expected to be performing his/her job duties and does not include break periods, meal times or other periods when employees are properly not engaged in performing their work.

Distribution of literature by employees on (Farm Name) property in non-working areas during working time as defined above is prohibited.

Distribution of literature by employees on (Farm Name) property in working areas is prohibited.

Conflict of Interest

Employees are prohibited from having an interest in any business or operation that would compete with the business interests of (Farm Name). This includes ownership of swine or physical contact with swine not owned by (Farm Name).

This policy is necessary to maximize health control and force clear and complete understandings between employer and employees.

Also, information gained as an employee concerning operations, results, and performances are to be kept in strictest confidence within the operation and are not to be disclosed to others or used to personal gain.

Outside Employment

Other employment is acceptable as long as it does not:

1. Interfere with the individual's responsibilities to (Farm Name) (job performance, availability for scheduled working hours, etc.);
2. Conflict in any way with the mission, goals and well-being of (Farm Name); or
3. Cause or contribute to a negative public image of (Farm Name).

Employees of (Farm Name) may not use company-owned programs, materials or equipment in the course of other employment.

Exceptions to the above will be made for people enlisted in the National Guard or Reserves.

Work with other swine of any type violates this policy.

Harassment

It is the goal of (Farm Name) to provide a work environment free of tensions involving matters which do not relate to the (Farm Name)'s operation. The (Farm Name) strongly disapproves of any form of harassment including but not limited to ethnic, religious or sexual harassment involving any of its employees. Actions or remarks involving ethnic or religious animosity, or conduct of sexual nature will not be tolerated.

Employees without fear or reprisal, have the responsibility to bring any form of harassment to management's attention. Complaints concerning harassment will be investigated by (Farm Name) promptly in a confidential manner and the results will be reviewed with the persons involved.

Disciplinary action, up to and including discharge, will be taken against any employee engaging in any form of harassment.

Sexual Harassment

Sexual harassment is a form of misconduct that can undermine the integrity of the employment relationship. No employee - male or female - should be subjected to unsolicited and unwelcomed verbal or physical sexual overtures or conduct.

Sexual harassment, whether committed by supervisory or non-supervisory personnel, is specifically prohibited.

(Farm Name) is responsible for taking action to effectively deal with all acts of sexual harassment occurring in the workplace or as part of the employment relationship, regardless of the manner in which it becomes aware of the conduct. This includes the acts of supervisory or management personnel, non-management employees and third-parties.

Sexual harassment is defined as either:

1. Unwelcome sexual advances or requests for sexual activity by a (Farm Name) employee in a position of power or authority to another (Farm Name) employee, or

2. Other unwelcome verbal or physical conduct of sexual nature by a (Farm Name) employee to another (Farm Name) employee, when:
 - Submission to or rejection of such conduct is used explicitly or implicitly as a condition for employment decisions;
 - The purpose or effect of such conduct is to interfere unreasonably with the work performance of the person being harassed; or
 - The purpose or effect of such conduct to a reasonable person is to create an intimidating, hostile, or offensive environment.

Sexual harassment does not refer to occasional compliments or other conduct or actions that arise out of a personal or social relationship that are socially acceptable and not intended to have a discriminatory effect on employment.

Discipline

Violations of this policy by any employee (management or non-management) will result in appropriate disciplinary action up to and including termination of employment.

If the complaint involves a manager, report directly to the owner or any board member. If the complaint does not involve a manager, report it to the manager.

Upon receiving an accusation of sexual harassment against an employee of (Farm Name), (Farm Name) will investigate and, if substantiated, will initiate the appropriate disciplinary procedures. There is a five year limitation period from the date of occurrence for filing a charge that may lead to discipline.

An individual who makes an accusation of sexual harassment will be informed:

1. At the close of the investigation, whether or not disciplinary procedures will be initiated; and
2. At the end of any disciplinary procedures, or the discipline imposed, if applicable.

Non-Retaliation

Policy also prohibits retaliation against any person who brings an accusation of discrimination or sexual harassment or who assists with the investigation or resolution of sexual harassment. Notwithstanding this provision, (Farm Name) may discipline an employee who has been determined to have brought an accusation of sexual harassment in bad faith.

Alcohol and Drugs

(Farm Name) expects and requires all employees performing on behalf of or in the facility to report to work in, and maintain at all times while at work, an unimpaired and alert physical and mental condition. In order to provide all employees with a safe, healthy and secure work place, (Farm Name) has adopted the following policy regarding drug and alcohol use and abuse:

(Farm Name) policy prohibits the use, sale, dispensing or possession of illegal drugs, narcotics and alcoholic beverages on or in company property or during working hours regardless of whether on farm property or not. This prohibition also covers all legal or prescription drugs which may impair an employee's ability to perform his/her job. An employee shall not report to work under the influence of any drugs or alcoholic beverages.

The use of an illegal drug or controlled substance or possession on or off duty is cause for termination.

The sale, trade or delivery of illegal drugs or controlled substances by an employee to another person is cause for termination and for referral to law enforcement authorities.

The "occasional," "recreational," or "off-duty" use of illegal drugs will not be excused. Employee involvement with illegal drugs, even "recreational," may result in:

Financial and domestic difficulties resulting in:

1. Unstable performance or
2. Theft.

Embarrassment to the (Farm Name) due to:

1. Arrests of employees;
2. Poor employee relations, poor work, etc.; or
3. Increased drug usage on (Farm Name) and in the community.

Violation of (Farm Name)'s alcohol and drug policy is grounds for immediate termination.

Resources

Consistent with this concern, (Farm Name) offers the following resources to employees:

1. Education and information about the dangers of drug and alcohol abuse in the workplace;
2. Programs which address unlawful controlled substance and alcohol use, including personnel actions that may result from such violations; and

3. Self referrals as well as supervisory referrals to drug and alcohol counseling and rehabilitation programs available through community agencies. Such referrals will respect individual confidentiality.

You and Your Supervisor

You and your supervisor are two essential parts of a close working team, each having a certain responsibility to the other. You may expect your supervisor to see that you do your job safely, correctly and thoroughly. Your supervisor, in turn, expects you to be busy at your assigned work and perform your job to the best of your ability. You have a right to expect your supervisor to provide you with proper tools, equipment and safeguards and to teach you how to use them. You, of course, are expected to use them as intended. One of your supervisor's most important jobs is helping you work effectively and advance to the best of your ability. Your supervisor's job will be easier and you will learn the full details of your job with greater ease if you will remember these points:

Ask questions!

Find out - don't guess!

Learn "Why" as well as "How!"

Open Door and Ethics

Employees are assured freedom from retaliation or discrimination for discussing problems, offering suggestions, asking questions or seeking the review of higher level managers. Employees can talk directly with any board member; however, this should be done at an appropriate time and place.

This policy emphasizes the special trust and cooperation that must exist between employees and managers. Problems are best solved when both parties feel free to discuss issues in an open and informal manner. For this reason, (Farm Name) managers will not discuss work-related employee matters with, or in the presence of, other employees or non-farm personnel.

At no time should an employee give out information about (Farm Name) or any matter discussed pertaining to farm-related business. At no time will information be revealed pertaining to another employee, manager, or board member.

Probationary Period

New employees are regarded as probationary until they have completed sixty (60) days of continuous service. This period is intended to allow the employee time to learn the job and become familiar with (Farm Name).

The probationary period serves two purposes:

1. An opportunity for the employee to experience the job, to become adjusted to required standards and expectations and to decide if he/she will like to continue the employment and
2. An opportunity for the manager to evaluate the employee on job skills, cooperativeness, attitude, dependability and other factors which make a good and valuable employee.

This period is used to assure that the employee is a good “match” for the job (i.e. capable and willing to perform up to standards and expectations). A written evaluation and conference will be conducted at 60 days.

Employees are not eligible for employee benefits, except worker’s compensation, until their probationary period expires.

An employee may resign without notice at any time during or at the end of the probationary period.

The employee may be terminated without notice at any time during or at the end of the probationary period for misconduct, willful failure to meet the standards and expectations required for the position, or when it is apparent to the manager that the employee lacks the skills, ability or motivation necessary for successful job performance.

Semi-Annual Performance Review

All employees will be evaluated two times per year based on their hire date. Performance reviews will be conducted by the immediate supervisor.

Promotions and Transfers

(Farm Name) follows, as far as possible, a policy of promotion from within and seeks to select the best qualified individual to fill positions. To be considered for promotion, employees must have demonstrated sustained acceptable performance on the present job. Other factors considered are: attendance and ability to perform specific job requirements

of the new position. Probationary employees and employees with unsatisfactory performance history will not be eligible.

Employees are not limited to a specific number of applications, but are encouraged to apply only for those jobs in which they are genuinely interested and qualified. Employees who transfer to a position in another department must serve a two-month qualifying period in the new position.

Employee Referrals

(Farm Name) accepts and encourages referral of qualified applicants for employment by present farm employees. All applicants are considered based on their qualifications for the job and in accordance with our policy on non-discriminations and equal employment opportunity.

Inclement Weather

Inclement weather increases management needs and endangers the life of the livestock. All farm operations personnel should report to work as scheduled, if possible. If you are unable to do so, you should contact your supervisor immediately.

All other employees should report to work as scheduled unless notified by their supervisor.

Payroll Advances and Loans

Company policy does not allow payroll advances or loans to employees. Employees are encouraged to participate in (Farm Name)'s payroll savings plan and prepare for financial emergencies should they arise.

Donations and Contributions

(Farm Name) desires to provide financial support/donations to worthwhile activities and organizations in the community which meet the following criteria:

1. The organization or activity provides a defined and worthwhile service to the community and should be of benefit to the employees of (Farm Name);
2. The organizations or activity is supported by other firms in the community; and

3. The organization or activity is not be controversial, practice any form of discrimination and is available for participation from all segments of the community.

All requests for contributions (including barbecue hogs) are to be referred to (Farm Name) for evaluation and policy consistency. Each department head will be responsible for reviewing, evaluating and approving or recommending approval or disapproval of each request for financial support/donation. Approvals will be granted only if budgeted funds are available.

Gifts and Flowers

(Farm Name)'s policy is to send a floral arrangement, in the name of the farm, to the family of a deceased employee or the employee who experiences a death in the immediate family. (Immediate family is defined as the employee's spouse, children, grandchildren, parents, grandparents, brothers, sisters, and parents-in-law.)

It is also the policy of the farm to send a floral arrangement to an employee who is hospitalized.

Supervisors should notify (Farm Name) of such events so that the above policy can be administered.

Employee Classification

Regular Full Time - Employees who work from week to week throughout the year for an average of at least 35 hours per week and are not persons under any operational contract. Regular full time status entitles the employee to full benefits.

Temporary Full Time - Employees who work at least 35 hours per week but are hired for 60 days or less and are not persons under any operational contract. Temporary full time status does not entitle the employee to any benefits.

Seasonal - Employees who work or may work from year to year but do not work each week throughout the year and were hired to do seasonal work and are not persons under any operational contract. Seasonal employees are entitled to no benefits other than medical insurance subject to the standard probationary period if the average work week is greater than 30 hours.

Regular Part Time - Employees who works less than 35 hours per week and/or on a periodic basis. Part time employees are not entitled to any fringe benefits provided by (Farm Name) except those required by law; and paid vacation based on the farm's policy

(5 days/year). Medical coverage is available if the average work week is greater than 30 hours.

Corporate Officer/Director/Ownership - Family members of the stockholders or any Officer or Director as elected by the Board of Directors who may or may not be within any of the above classifications.

Part Time - Employees not fitting the above classifications, i.e. students, interns, temporary employees with special work arrangements. They are entitled to no benefits.

Service Time

Service time will begin on the date in which an employee is employed. Service time for probationary employees who become regular full time will date from the original start date. Service time shall terminate when an employee:

1. Voluntarily resigns;
2. Is discharged for cause;
3. Is laid off and not recalled for 120 calendar days; or
4. Is terminated in any reduction in force.

Pay and Work Hours

Hours of Work

For payroll purposes, the work week varies. The standard work week is from Saturday a.m. until Friday p.m. Some departments have worked out different schedules due to their specific needs. Actual work hours are determined by each department manager as dictated by the nature of that department's duties.

Days Off

We try to give each employee four full and two half days off a month. Time off is scheduled on Saturdays and Sundays as much as possible. If a problem develops on the farm, everyone is expected to work when and as long as necessary.

If you want a day or weekend off when you are scheduled to work, you may trade with another employee if the supervisor approves.

Weekend Work

We have scheduled the following weekend work to give employees as much time off on weekends as possible and still maintain reasonable production levels.

Saturday A.M. - 4 1/2 hours - 3 people
Sunday A.M. - 4 1/2 hours - 2 people
Sunday P.M. - at least 2 hours - 1 person

We realize that the shorter hours on Saturday and Sunday has an adverse effect on production. Example - sows in the farrowing house don't get fed in a normal manner, equipment break downs, etc. Therefore it is important that everyone be alert on Friday and try to prevent weekend problems whenever possible.

On Sunday, the possibility of problems occurring has increased considerably due to fewer people around to monitor the facility. That is why we scheduled one person to return Sunday afternoon. It is very important that this person plan on at least 2 hours of work. All areas need to be carefully observed. We want to emphasize the importance of this. Keep in mind that more time might have to be spent in an area that you normally do not work in during the week. Close observation is necessary to spot a problem.

Rest Periods

(Farm Name)'s policy is, whenever possible, all employees shall be permitted two 15 minute rest periods, to be designated by (Farm Name), during the normal work day.

Employees scheduled to work less than a normal full work day shall be permitted, where possible, one 15 minute rest period during any four consecutive hours of work.

Employees shall not be permitted to relinquish rest periods for the purpose of making up lost time due to tardiness or absences or to permit early departure from work.

Off Duty Employees

Employees are not to enter or remain in a (Farm Name) facility or working area for any purpose unless either on duty or scheduled for work or conference.

Time Cards-Time Clocks

Federal and state laws require us to keep accurate records of the hours you work. Your time card is the only record of the hours you have worked. Your time card should be maintained daily to insure proper payroll processing. You shall record your starting time,

time out for meal(s) and quitting time. Break periods are considered as time worked but meal periods are not.

Always punch your own card. Never punch another employee's time card nor allow anyone to punch yours. Should you forget to punch your card in or out, take it to your supervisor so that he/she may initial your time. Time cards should indicate any absence from work of more than 15 minutes.

Submit your card to your supervisor at the close of each week. Supervisors are responsible for verifying the accuracy and validity of the time records of their employees. Supervisors must sign the time card and forward it to the payroll department along with their summary sheets. Incorrect and incomplete time records will not be processed for payroll until the records have been corrected by the personnel responsible for their accuracy.

This policy applies to all hourly and weekly salaried employees.

Semi-monthly salaried employees are required to maintain a monthly time card and submit it to payroll at the end of each month.

Meal Periods

All employees are entitled to and expected to take an unpaid meal period whose length is determined by the department manager. Meal periods are to be spent away from your work station unless your presence at that station is necessary. If no time is taken for a meal period the supervisor should indicate such on the time card.

Employee Bonuses

A bonus will be paid quarterly based on pigs per sow sold. The term "sold" is defined as shipped out of (Farm Name).

The formula for determining the amount of the bonus is as follows:

$$\begin{aligned} 4.75 \text{ pigs} \times \text{average sow inventory} &= Y \\ \text{total pigs sold in quarter} &= Z \\ Z - Y &= \text{pigs over standard} \end{aligned}$$

For every pig sold over standard, a \$4 bonus will be paid.
This bonus will be split between all qualifying employees.

To qualify for the bonus program, an employee must complete 30 days of employment for (Farm Name) without leave for the entire bonus quarter period.

All employees will be eligible to receive 1 hog (lame) per year, but only after one year of service.

Overtime

Though overtime pay is not normally a state or federally requirement under the current labor laws regarding agriculture, it is (Farm Name)'s policy to pay one and half times your regular hourly rate for any hours worked over 50 hours per scheduled regular work week. Note: Explanation of policy on weeks including holidays is discussed later.

Child Labor Laws

Child labor laws apply to the agricultural employment of all non-family minors, migrant as well as local residents. The laws do not apply to minors employed by their parents or legal guardians in any job on a farm owned or operated by their parent or legal guardian. Legal guardian is a specific legal term not including casual or family relationships which are temporary.

Sixteen is the minimum age for employment in agriculture during school hours and for agricultural occupations declared hazardous by the Secretary of Labor. Fourteen- and 15-year-old persons can accept employment in agricultural labor jobs not declared hazardous after first securing a work permit (during the regular school term). Work permits are issued by local public school officials when a person under 16 presents:

1. An intent to employ form from a prospective employer;
2. A written consent of the minor's parent;
3. Proof of age; and
4. A certificate from the principal of the school which the child attends showing the grades of school work completed.

No child under 14 years of age may be employed at any time.

Fourteen- and 15-year-old persons may not be employed during the school year for more than three hours on any school day or for more than eight hours on any non-school day (including summer vacations). They may not work more than six days a week, or 40 hours a week. They may be employed:

- Between 7 a.m. and 7 p.m. during the school year; except during school hours set by the school district in which the minor is living and/or employed and
- Between 7 a.m. and 9 p.m. from June 1 through Labor Day.

The following agricultural jobs are declared hazardous and may not be performed by anyone under 16 years of age:

- Operating any power driven machinery (this includes tractors, lawn mowers, cotton pickers, grain combines, hay mowers, feed grinders, crop dryers, forage blowers, auger conveyors, power-driven circular, band or chain saws);
- Working on a farm in a yard, pen, or stall occupied by a) bull, boar or stud horse maintained for breeding purposes; or b) sow with suckling pigs, or cow with newborn calf (with umbilical cord present);
- Felling, bucking, skidding, loading or unloading timber with a butt diameter more than 6 inches;
- Working from any ladder or scaffold;
- Working inside a fruit, forage or grain storage area designed to retain an oxygen deficient or toxic atmosphere;
- Working inside an upright silo within two weeks after silage has been added or when a top unloading device is in operating position;
- Working inside a manure pit;
- Working inside a horizontal silo while operating a tractor for packing purposes;
- Handling or applying (including cleaning or decontaminating equipment, disposal or return of empty containers or serving as a flagman or aircraft applying) agricultural chemicals identified by the word “poison,” an illustration of a skull and crossbones, or by the word “warning” on the label;
- Handling or using a blasting agent; or
- Transporting, transferring or applying anhydrous ammonia.

Minors may perform hazardous agricultural jobs if they are employed by their parent or legal guardian on a farm owned or operated by them.

Every farmer (except a parent or legal guardian) who employs any minor under age 16 in agriculture must keep the following records:

- The full name, address, date of birth and Social Security number of the employee;
- The employee’s work certificate issued by the local public school officials;
- Wages paid and Social Security and income tax withheld; and
- Copy of INS Form I-9 (required of all employees, regardless of age).

Attendance Policy

Attendance and punctuality are important to (Farm Name), and the efficiency of an entire work group is impaired if every individual is not at his/her work station at the designated starting time. Absence is defined as any unscheduled time lost from work regardless of reason, including sickness and tardiness. The term “unscheduled” excludes leave scheduled in advance, leave of absence, bereavement, jury duty and worker’s compensation time.

Any unscheduled absence is to be reported daily to the supervisor at least one hour prior to the start of the shift (work day), or in accordance with departmental notification requirements. Daily notification requirements may be waived in the case of hospitalization or extended illness.

Absence will be considered by occurrence rather than length. Absence for one or more consecutive work days will be considered one occurrence. If an employee returns from an absence (due to an illness), works one day and then is absent again for the same illness, the absence will be counted as one occurrence. An unscheduled absence of more than 1/2 the workday will be counted as an occurrence.

An employee having excessive absences or otherwise violating the farm's attendance policy will be subject to disciplinary action up to and including discharge. An average of two or more occurrences in a 30 day period is considered excessive. Total attendance may also be considered relative to disciplinary action.

Failure to call in for three consecutive days will be viewed as a voluntary separation of employment from (Farm Name).

Tardiness

An employee should notify their supervisor of any anticipated reasons that might cause him/her to arrive to work late the following day. Because it may often be difficult to notify your supervisor of lateness caused by unforeseen circumstances (e.g. a flat tire), call-ins for lateness due to emergencies will be required only if the employee expects to be late for one-half hour or more. Upon arriving late, your supervisor should be notified and an explanation given.

Employees who are frequently tardy, absent, or who leave early may be subject to further disciplinary action.

Absenteeism which will result in corrective action include:

1. Any unreported absence;
2. Report of absence for an unacceptable reason;
3. Patterns of absence preceding or following a weekend or scheduled day off;
4. Incidents of absence which exceed five or more within the preceding twelve month period (An incident constitutes an individual period of absence. Return to work ends an individual period of absence.); or

5. Not reporting to work for a scheduled weekend is considered a serious offense. In case of an emergency, the employee is required to contact another employee to cover his/her shift as soon as reasonably possible.

An employee who is absent from work for three consecutive scheduled shifts due to illness or injury must provide a physician's statement to the manager certifying their fitness to return to work.

An employee who is absent from work for three consecutive shifts without notifying and securing approval from the manager will be considered to have resigned voluntarily.

Pay Day

Employees are paid on Friday following the week in which the work was performed. Pay checks are not available for early distribution. Supervisors are responsible for distribution of paychecks.

Semi-monthly salaried employees will be paid on the 15th and last day of the month. Should that day fall on a weekend or holiday, checks will be distributed on the workday immediately preceding.

For your protection, no check will be given to anyone except the employee whose name appears on the check. An exception to this will be made where an employee has given a written or verbal authorization to the Payroll Department that has been verified by them.

If you have any questions or doubts about your pay amount first contact your supervisor. Any discussions concerning needed corrections will be conducted by the supervisor with the payroll department. Employees are not to contact the payroll department directly.

Employee's Withholding Allowance Certificate

Each employee must file with the personnel office, an Employee's Withholding Allowance Certificate (Federal Form W-4) and an employee's Withholding Allowance - State of Missouri (State Form MO W-4). Payroll checks will not be released to any employee not having Forms W-4 and MO W-4 properly filed and recorded.

A revised W-4 and MO W-4 form may be submitted at any time to report changes in the number of allowances; however, an employee is required to file with the personnel clerk a revised W-4 Form within 10 days if any of the following has taken place:

- The employee is divorced, legally separated, or the employee's spouse begins claiming his or her own withholding exemption;

- The employee no longer provides at least one-half the support of a dependent for which he/she was previously entitled;
- The employee should reasonably believe that a dependent previously claimed as an allowance will earn income of \$2,350.00 or more; or
- There is a reduction in the number of withholding allowances for estimated itemized deductions.

Note: In the event of the death of a spouse or dependent, a revised Form W-4 and MO W-4 must be filed with the personnel clerk by December 31 of that calendar year.

Employees may request additional amounts be withheld for federal and/or state income tax by submitting an Employee's Withholding Allowance Certificate indicating the additional amount(s) to be withheld. Such requests will remain in effect until canceled by submitting a revised Employee's Withholding Allowance Certificate.

Exemption from any withholding of federal or state income tax may be filed by any employee who did not incur a tax liability in the previous year and who does not anticipate incurring a tax liability for the current year by submitting an Employee's Withholding Allowance Certificate. Note: A new form is required for each year the exemption is claimed.

Payroll Deductions

Only deductions required by state and federal laws and those you authorize yourself will be deducted from your pay. All deductions are listed on your paycheck stub.

Social Security

Social Security and Medicare are federally-sponsored programs that pay several kinds of benefits to employees who have made regular contributions to the program during their working years. The cost of Social Security and Medicare coverage is shared; you pay half and (Farm Name) pays half. Your contributions to these programs will show up on your pay check stub under the heading "FICA" and "Medicare".

Pay Adjustments and Performance

It shall be the policy and intent of (Farm Name) to compensate each employee on the basis of:

1. The employee's experience and qualifications for the job;

2. Job content and skill level required to perform the job; and
3. Competitive levels for like work within the area.

Other factors considered include the employee's:

1. Attitude, aggressiveness, and leadership abilities;
2. Efforts to eliminate waste and protect farm assets; and
3. Effective utilization of his/her time.

Note: Earnings of employees are a personal matter and should be treated as such. Discussion of wages and salaries with anyone other than your immediate supervisor is discouraged.

Payment of Personnel upon Death or Termination

Upon the death or termination of employment for any cause of an employee, payment shall be made for the number of hours worked in the current pay period and accumulated paid leave not yet used.

Benefits

Benefits are a large part of your total compensation and play a prominent part in your personal and family financial planning.

(Farm Name) strives to provide you with a benefit package that:

- 1) Is competitive with or better than others within the industry and in the communities where operations are located;
- 2) Can be financially supported in both favorable and unfavorable economic times; and
- 3) Best meets the most important needs of a majority of employees.

Many benefits are described in detail in booklets which you will receive. This handbook covers only the major features.

Group Insurance Programs

All regular full time employees are provided with comprehensive group insurance package. Seasonal employees are entitled to partial benefits after completing 60 days of service. (Farm Name) will pay the full cost of group medical, life and disability insurance for you the employee. Family medical coverage may be purchased through

payroll deduction. Payroll deduction for optional insurance will begin when the insurance becomes effective. All insurance usually terminates on the last day of the month of employment. For medical coverage if an employee has dependent coverage, coverage could cease earlier if dependent premiums are not paid by the employee prior to termination. Continuation for medical and dental insurance can be elected according to COBRA guidelines. If you wish to continue insurance coverage while on an authorized leave of absence, you must pay the full premiums monthly in advance.

Contact _____ with any questions about the group insurance programs.

The following coverage is provided:

- Life Insurance;
- Accidental Death and Dismemberment Insurance;
- Hospital and Surgical Insurance;
- Major Medical Insurance;
- Short Term Disability Insurance (weekly);
- Long Term Disability Insurance (monthly and semi-monthly salaried only);
- Cancer and Intensive Care Insurance are offered by _____ at group rates through payroll deduction; and
- Dental insurance is offered by _____.

Group health insurance is optional and any employee who may cover himself/herself under any health care plan therefore removing the cost to _____ will receive compensation annually for 50% of the savings to (Farm Name).

Profit Sharing

All regular full time employees are covered under the farm's profit sharing plan upon completion of one year of service. To be eligible for a contribution, each participant must have at least 1,000 hours of service in each plan year.

When you become a participant, the plan will be explained in detail and a summary of the plan furnished.

Unemployment Compensation

Unemployment Compensation is another type of insurance which is paid for by (Farm Name). If you should become unemployed through no fault of your own or are out of work, you may be covered with cash benefits. The amount of money you receive is determined by the state laws of the Employment Security Commission.

Worker's Compensation

This program is also administered by the State and (Farm Name) pays the total cost of the insurance. It covers all employees for job-related illness, injury and death providing three basic types of benefits.

1. Medical-Hospital care benefits: payments to offset the cost of medical treatment or hospital stays.
2. Disability benefits are paid at a specified rate for a stated number of weeks for a partial or total disability. The amount of the weekly benefit is based on average pay, and is the same for partial or total disability, but the total disability benefit is payable for a longer period of time.
3. Death benefits include a specified lump-sum amount for funeral expenses, plus weekly payments (based on employee earnings) to surviving dependents.

For short term absences due to worker's compensations accidents, i.e. less than 7 days, employees may use their sick pay to cover the absence since payment is not forthcoming from worker's compensation unless an employee exceeds the 7 day limit. The regular rule about sick pay applies with one exception. Vacation can be paid for the first day out, to hourly paid employees, then sick pay would be used.

Reporting on the Job Injuries

Should you be injured on the job, you must report the incident to your supervisor immediately so that you will receive prompt medical attention. Failure to promptly report an on the job injury could result in your loss of worker's compensation insurance benefits.

Employees are not to seek medical attention without supervisory permission, except in emergencies.

You will be directed to a physician for treatment of non life-threatening injuries.

Educational Assistance

All employees are encouraged to improve their working skills through outside courses of study. A tuition reimbursement program covers up to 100% of the cost of tuition for such approved outside courses when successfully completed.

All employees whose duration of employment has been at least 6 months and regularly scheduled to work a minimum average of 30 hours per week are eligible.

Contact _____ for more information on the educational assistance program.

Employee Recognition Program

(Farm Name) is proud to recognize employees for their years of valued service. Service awards are presented for 1, 5, 10, 15, 20, 25, and 30 years of service.

Payroll Savings Plan

(Farm Name) offers employees the opportunity to participate in a payroll savings plan. You may have a specified amount deducted from each pay check and credited to your employee savings account.

Leave Policy

Paid Leave

Paid leave may be used for vacation, holidays, sickness (self or household member) or other work absence. All absences from a scheduled work day must be covered by leave, if leave is available. Absences due to work related injury may be covered by paid leave at your discretion. Unscheduled absences are subject to disciplinary action per (Farm Name)'s attendance policy.

Illness of five or more consecutive days must be verified by a doctor's statement submitted to payroll clerk or manager.

Leave taken for vacation purposes must be pre-scheduled. Vacation requests received before April 1, will be granted according to seniority. Requests received after April 1 will be granted first-come-first-served.

Paid leave accrual for Regular Full Time employees working the standard 5-6 day workweek schedule will be based upon continuous employment as follows:

Employment Year	Accrual	Days
1	.66 days/month	8
2-4	1.16 days/month	14
5-11	1.58 days/month	19
12+	2.00 days/month	24

Holidays will be added to leave balance as they occur.

Leave may be taken only as it is earned and credited to your balance.

Your employment year begins on your actual hire date and subsequent anniversary dates.

Pay for leave will be based upon average daily hours worked during the previous 6 months at your current pay rate for hourly paid employees. Leave will not be paid for partial days worked. Non-exempt and Ag-exempt employees required to work certain holidays may choose to receive leave pay that week in addition to their worked pay.

Employees may sell up to 5 days of accrued leave back to (Farm Name) in the week following the employee's anniversary date.

Leave days may be donated to a fellow employee in need because of a catastrophic health condition. These days must be taken by the employee receiving and are paid at the pay rate of the receiving employee.

Regular Part Time employees will receive 5 days paid leave per year accruing at the rate of .41 days per month. Temporary or seasonal employees are not eligible for paid leave time.

Holidays

New employees, including part-time, are not eligible for holiday pay until they have been employed by (Farm Name) for 90 days. On holidays we work a minimum crew. Full-time employees working on a holiday will be paid for hours worked plus an eight-hour holiday pay at their regular hourly rate. Holiday pay for part-time employees will be paid time and a half.

(Farm Name) observes seven paid holidays throughout the year as follows:

New Year's Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

-OR-

All full time employees; excluding clean-up personnel, receive a 1/2 day off of their choice for each holiday that they work. Nine hours must be worked on a holiday to qualify for a day of your choice off. You must work 4.5 hours in the morning on the day you choose to have off. The choice day off can be used on any afternoon, Monday through Friday, subject to managerial approval. Approval may be based on amount of advance notice and the need for time off.

When a holiday falls on a weekend but is designated on a Monday everyone is expected to work a 9 hour day, and will be given a 1/2 day off. A minimum of 4.5 hours of work is required in the morning on the day the employee takes the 1/2 day off.

We expect employees to work their regularly scheduled weekend. When a holiday falls on a Saturday or Sunday (Christmas, New Years, July 4th). The person working the weekend will be given a 1/2 day off. As it is only natural on a holiday weekend to rush through the work and at times it is possible to overlook an important part of the job, we are specifying a 4.5 hour work day must be worked to qualify for a 1/2 day off.

Only one employee at a time can be off work. In the case of termination, the earned time off cannot be applied to the regular vacation earned unless approved by management. The approval usually will depend on if the employee has had opportune time to use this time off. This is to encourage employees to not accumulate time off.

Clean-up personnel will have all weekends and holidays off whenever possible.

Vacations

Vacation time is accrued, but may not be taken during the first 6 months of employment. However, employees needing to take time off during their probationary period may utilize paid leave days or, with supervisory approval, employees may take leave without pay in increments of whole days or less. After 6 months of continuous employment, accrued vacation time may be taken with supervisory approval.

Vacation time continues to accrue during: vacation, sick leave, leaves of absence with pay of at least 30-hour a week schedules and leaves of absence without pay granted for disability compensable under Worker's Compensation. Note: Vacation accruals will be available to the employee only after returning to work.

Vacation accrual rates:

Years of Service	Days Per Year
5 or less	12
Over 5	17
Over 15	22

Sick Leave

All employees are eligible for sick leave based on employment classification.

Sick leave is accrued from the first day of employment. Employees accrue at the rate of one half day per month. Employees needing to take time off during their probationary period are eligible for sick leave as it is accrued. However, sick leave may not be used until it is accrued. Part-time employees accrue sick leave on a pro-rata basis.

In computing sick leave accruals, a half month or more of active employment is considered a complete month; less than half a month is disregarded.

Sick leave continues to accrue during: sick leave, vacation, leaves of absence with pay for an employee that works at least 30 hours per week and leaves of absence without pay granted for disability compensable under Worker's Compensation. Note: Sick leave accruals will be available to the employee only after returning to work. (Disability due to pregnancy is treated as any other illness or disability).

Accumulated sick leave may be used each calendar year for illness in an employee's immediate family. Immediate family includes parents, spouses, children, siblings, wherever they may live and related persons living in the employee's immediate household.

Appointments with your doctor or dentist which cannot be scheduled during off duty hours will be considered sick leave used.

The manager or payroll clerk in charge will maintain records of sick leave for each employee. When you are absent because of sickness or accident, please call into the office so it can be indicated by one of the abbreviations listed below on your time card so that the manager or payroll clerk will know the reason for your absence, even if it is just a one-hour visit to the doctor or dentist.

SS = Sickness (self)
A = Accident on duty
D = Accident off duty
DR = Dentist or doctor visit
EO = Excused other

Terminating employees will not receive payment for any unused accumulated sick leave.

Questions regarding sick leave should be directed to the farm manager.

Personal Days

All full-time employees are granted 4 personal days each year, with the year determined on the basis of the employee's beginning employment date. Eligible part-time employees are granted personal days on a pro-rata basis.

New employees are granted 2 personal days which may be used during the probationary period (6-month probationary period), and 2 additional days at the end of the probationary period. All 4 days must be used before the end of the first year of employment.

Accumulation of personal days beyond the anniversary year is not permitted.

Personal days may be used at the discretion of the employee, subject to supervisory approval, but may be used in increments of one-half days.

Payment for unused personal days upon termination or retirement is not permitted.

Termination

An employee who terminates is paid for time accrued as of the termination date, less the number of vacation days actually taken. If the leave days taken by the employee exceed the leave days earned, a deduction will be made from the employee's final paycheck for the days taken but not earned.

Should employment be terminated because of death, retirement or entry into military service, all unused earned leave will be paid for at the time of termination. In the event of an employee's death, any eligible vacation pay allowance will be released to the employee's beneficiary as listed on the employee's group life insurance policy.

Jury-Duty

We recognize the need to carry on our judicial system and your responsibilities as a citizen to serve as a juror. You will notify your supervisor upon receiving a jury summons.

Should you be selected for jury duty, you will be paid for a regular work day. This should be indicated on time cards and summary sheets when applicable.

Bereavement Leave

In the event of death in an employee's immediate family, the employee will be granted a maximum of 3 days leave without loss of pay or vacation during the period starting on the date of death and ending on the second calendar day after the funeral. Note: Under this policy, "days" means working days.

Funeral leave is meant to provide you with time to attend the funeral of a member of your immediate family and to handle related personal affairs without disrupting income. Only regular full time employees are eligible for funeral leave benefits.

Immediate family member is defined as: husband/wife, father, mother, grandparent/great grandparent, brother, sister, child, stepfather, stepmother, stepbrother, stepsister, stepchild, grandchildren, mother-in-law/father-in-law, or foster children who have become members of family.

Additional days required must be charged to accrued vacation or taken as excused leave without pay.

Payment for hourly employees will be at average workday rate. Salaried employees will receive their regular pay.

No payment will be made for funeral leave should the absence be on a nonscheduled workday, a scheduled leave day or if the employee is on lay-off status. We may require proof of relationship to the deceased.

Leave of Absence

An extended leave of absence may be granted to an employee at the discretion of (Farm Name). Only regular full time employees are eligible for a leave of absence.

A request for such leave requires completion of our leave form.

Benefits may be extended to you while you are on leave; the cause of the leave request dictates how benefit continuation will evolve. In most cases, (Farm Name) will continue the term life insurance coverage and the employee would have to pay the full premium for his medical coverage.

Military Leave

The following guidelines will be used to assure compliance with the Vietnam Era Veterans Assistance Act of 1974. Appropriate military leaves of absence will be granted by (Farm Name) to full time or part time employees for the following types of military duties:

1. Full time active duty;
2. Active duty in Reserves or National Guard; or
3. Weekend drills or summer training duty.

Employees are not required to use vacation time for their military training; however, they will NOT be paid for this additional time off.

Employees should contact the Personnel Department to schedule military leave or with questions regarding military leave.

Medical Leave

If you are a regular full time employee and are disabled because of non-occupational illness, injury or pregnancy for more than ten days, you will be granted leaves of absence without pay in thirty day periods to a maximum of six months of the duration of your illness, whichever is less.

(Farm Name) provides weekly employees with a short-term disability program. You may be eligible for payments after 30 days of continuous medical leave. If you feel you may qualify, contact their Personnel Department for the appropriate forms.

A medical leave of absence should be requested in writing to your supervisor with a copy to the Personnel Director. Written evidence of such opinion from your physician must be presented to the Personnel Department and they will decide whether to grant the leave request based on the information.

If you do not return to work at the end of your approved leave, you will be removed from the active payroll.

We cannot guarantee reinstatement to your former position when you return from your leave of absence. However, every effort will be made to place you in your former job or in whatever job that is available when you are able to return to work without loss of service credits.

When you return to work, you must provide your supervisor with evidence from your doctor that you are fully recovered and physically able to perform your job.

Family Medical Leave

The Family and Medical Leave Act of 1993 (FMLA) allows employees who have been with (Farm Name) for at least one year and have worked at least 1,250 hours during the past 12 month period, to be eligible for up to 12 weeks per year of unpaid, job protected leave for one or more of the following purposes:

1. Birth of a child in order to provide care;
2. Adoption or foster care of a new child;
3. Care of a spouse, son, daughter, or parent of the employee if that person has a serious health condition; or
4. Employee's own serious health condition that makes the employee unable to perform the functions of his/her position.

Note: Leave for care of an adult son or daughter (at least 18 years old) is not covered unless required as a result of “mental or physical disability” as those terms are defined under the American with Disabilities Act.

These leaves of absence are without pay; however, accrued vacation time and other paid leave programs, as appropriate under (Farm Name) policies, must be used as part of the 12-week period.

A health care provider’s certification will be required for return to work from the employee’s own serious health condition. The department will return the employee to the same position he/she had before the leave or an equivalent position.

Upon return to employment, the employee will be provided the level of benefits and seniority he/she had before the leave started.

All health insurance benefits will continue during this leave, provided all employee contributions are made. Nonpayment of such premiums could result in loss of insurance coverage. In addition, employees are required to receive payment of all earned leave pay at the onset of the leave.

Employees are required to give at least 30 days notice of FMLA leave in all cases, except in medical emergency. In addition, an employee must furnish certification from a health care provider at the time the employee requests leave or soon after the leave commences. Leave may be denied until such documentation is provided.

(Farm Name) reserves the right to require second or third medical opinions and periodic recertification. Under certain circumstances, intermittent leave may be allowed. In such cases, employees are to make a reasonable effort to schedule treatment so as not to disrupt the employer’s operations, subject to approval of employee’s supervisor.

Upon completion of FMLA leave, employees are guaranteed reinstatement to the same position or equivalent benefits, pay, and other terms and conditions of employment provided they return to work upon approval from a medical provider.

Personal Leave

Emergency situations other than illness or military service may arise which require you to be absent from work for an extended period of time. In such a case, a written request may be submitted to the Personnel Director for consideration. A decision to grant personal leave will be based on reason for the request, attendance, performance and length of service. Personal leave will not last more than 30 days, but extensions may be granted in extenuating circumstances. No personal leave will be granted for more than 3 months. All personal leaves are granted without pay.

Absence Due to Work-Incurred Injury or Illness

This section details how absences due to a work-incurred injury or illness are handled, in compliance with the laws of the state of Missouri. This policy applies to all (Farm Name) employees.

Absences occurring on the day of accident or of first medical attention an employee will be excused from work without loss of pay, vacation or sick leave for the period of time required to obtain necessary medical attention. The remainder of the day will be excused without loss of pay, vacation or sick leave if the attending physician recommends that the employee not return to duty. Note: Necessary travel time is considered as time required to obtain medical attention.

- If the employee is able to return to work, he/she will be excused from work without loss of pay, vacation or sick leave for the period of time required to obtain medical attention related to the injury or illness.
- If the employee is unable to return to work, a full-time permanent employee will be granted a leave of absence without pay until able to return to work or for a maximum period of one year; provided, however, the employee may elect to use accumulated vacation and sick leave subject to the limits described below.

The day the employee attends Worker's Compensation Conference or Hearing, he/she will be excused from work without loss or pay, vacation or sick leave for the purpose of attending the conference or hearing.

During the 3-day waiting period, the employee may charge any absence to accumulated vacation or sick leave. After the 3-day waiting period, an employee may elect to use:

- One day of vacation for each day of absence, or
- Sick leave in an amount equal to the portion of the employee's total compensation which is not paid by worker's compensation benefits; however, in no case can the combination of sick and worker's compensation benefits exceed the employee's base pay.

Holiday pay in an amount equal to the portion of the employee's total compensation which is not paid by worker's compensation benefits should be paid as holiday pay; however, in no case should the combination of holiday pay and worker's compensation benefits exceed the employee's base pay.

Continuation of Benefits: A qualified employee who is unable to return to work and who has been granted a leave of absence will continue to accumulate seniority and retirement credit and will continue to accrue vacation, personal days, and sick leave for a period not

to exceed one year. Note: Vacation, personal days, and sick leave accruals will be available to the employee only after returning to work.

Special Items – Safety - Housekeeping

Telephones

The sole purpose of the farm's telephone is to conduct farm business. Personal use of telephone must be kept to a minimum and each employee must utilize good judgment in keeping personal interruptions to a minimum. Calls should be made at break and meal times and limited to three minutes. This time is intended for work related discussion as well as relaxation. Long distance calls may not be charged to our phones without written permission from your immediate supervisor.

Visitors/Guests

Visitors will not be allowed at (Farm Name) facilities except for Company sponsored tours or with permission from the responsible Department Manager.

All employees are accountable for the actions of their personal visitors, and any disruption or problems such visitors may cause to individual work activities, farm operations or other staff. For this reason, employees are urged to discourage such visits, but when absolutely necessary (except in emergency situations) limit such visits to break and meal periods.

No guest will enter the facility without prior consent of the management. Immediate family members (spouse and children) may enter the facility on the employee's scheduled work weekend. The employee is responsible for providing clothing for his/her family if (Farm Name) does not have their size. These clothes and boots must enter the facility new and at that time become property of (Farm Name). All clothing brought in by employees must be inspected by management prior to the visit.

The employee is responsible for his/her guests, their actions, safety and well-being. It is the sole responsibility of the employee to see that his/her guests follow all rules including the rules of this policy. Non-adherence to any portion of this policy will result in disciplinary action up to and including termination of employment.

We must ensure our heard health status!

Disease Control

Employees are required to stay out of contact with any other swine facilities and livestock sales. It is critical that all employees arrive to work in a clean vehicle that has not been in contact with other swine. The employee's clothes and shoes must be clean upon arrival to work.

Work clothes and boots will be provided by (Farm Name). Employees must follow the shower-in-shower-out instructions posted at the door.

For any business to continue to operate even through adverse times, risks need to be assessed and reduced to an acceptable level. The following items are presented to help decrease the risk of disease in this unit:

- The following areas are defined as clean areas: hog barns, alleyways, load out buildings, feed mill, office past shower area and shower rooms past the incoming dressing area. We need to exercise extra care in outside areas between buildings by using the foot baths. The last load out area by the driveway doesn't require showering but care needs to be taken not to walk in final chute area if working inside building.
- We have allowed items to be brought into the clean areas. Items like tools and repairs need to be handled with care. We try to use our own tools as much as possible. If it is possible, the equipment should be disinfected. The next best step is, do not allow hogs to contact the equipment and remove it as soon as practical. If we do not know where the tools have been this is even more critical.
- We limit all food items to the lunch room area only. Refuse items are to be disposed of in the waste bins provided in the lunch area. We do not permit items from home to be brought into the unit. The company will usually buy the item new if it is needed, provided there is prior approval.
- We do not allow smoking in and within (10) ten feet of any buildings whether clean areas or not. We do not approve of people spitting in any area that hogs have access to. This applies to all company personnel and visitors.
- We need to watch animal movement and see that no animals get outside. If they do, they are not to be brought back into the building. Usually they will need to be destroyed.
- Because of the nature of your job and the risks involved in our operation, you are not allowed to have hogs on your own, or to do chores for people who have hogs. Also, permission from management is needed before visitors are allowed into the unit.
- Employees should observe all disease control regulations.

Food Deliveries

When permitted by management, all food deliveries should be prearranged in a manner that will not disrupt the work activity of other employees. The employee must meet the delivery person at the window in the office.

Garnishments

By law, (Farm Name) is required to honor certain legal garnishments of your wages or salaries. Repeated garnishments for separate debts may be considered cause for disciplinary action, up to and including termination.

Farm Vehicles

Some employees are assigned a vehicle (automobile, pickup, road tractor, etc) on a permanent or daily basis. Only those persons with a valid driver's license of proper classification are allowed to operate any farm vehicles. Employees who commute to and from home on certain farm vehicles will have an appropriate amount – as specified by Treasury regulations - reported in their gross income. Employee responsibilities with issued vehicles are as follows.

1. Keep vehicle in good working and safe operating condition at all times. Report all malfunctions and maintenance needs to shop manager.
2. Keep vehicle respectably clean inside and out.
3. Observe and report to shop manager inspection sticker and/or license expiration dates and be responsible for any fine in the event the vehicle is operated illegally.
4. Only the employee or his/her designate is authorized to operate the vehicle.
5. The vehicle is to be used for business purposes only in as conservative a manner as possible to complete one's work.
6. The employee will maintain required vehicle logs covering all mileage registered on the vehicle's odometer and/or hubometer.
7. Any accident or damage to the vehicle is to be immediately reported to the employee's supervisor and certain written reports may be required for insurance purposes.
8. No unauthorized persons will be allowed to ride in farm-owned vehicles.
9. The employee must maintain a good traffic record to continue to operate any farm-owned vehicle.
10. The employee must notify his/her supervisor of any change in his driving record.

Please remember that your vehicle projects a very visual image to the public. It is important that your vehicle look good and be operated in a responsible manner.

Travel and Entertainment

(Farm Name)'s business needs from time to time require employees to travel and incur costs in the performance of their jobs. It is our objective that travel and entertainment expenditures be made only when justified by expected benefits that contribute to the (Farm Name)'s profitability. This fact should be remembered by all employees.

An employee traveling on farm business is expected to exercise the same care in incurring expenses that a prudent person would exercise traveling on personal business and expending personal funds.

No employee should incur travel and entertainment expenses and expect reimbursement unless the activity is authorized by their supervisor. Other travel and entertainment expenses must be authorized in advance by the employee's immediate supervisor. This will provide an opportunity for the expected benefits of the expenditure to be weighed against the estimated cost.

The guidelines below are to be followed with regard to travel and entertainment expenditures.

1. Prior approval or authorization must be received by an employee from his/her immediate supervisor unless the expenditure is authorized by a standing (Farm Name) or department head directive.
2. Meal expenses will only be reimbursed when the employee is traveling overnight or is engaged in authorized entertainment.
3. Authorized entertainment may be entertainment authorized by a standing directive of (Farm Name) or a department head or specific entertainment preauthorized by a department head. That department head must sign the expense voucher turned in for the preauthorized specific entertainment expense reimbursement.
4. Travel and entertainment expenditures are reimbursed by accounting upon the receipt of (Farm Name)'s "expense voucher" which include the following:
 - a. Signed approval of immediate supervisor;
 - b. Receipts of all items of expense (If the expense is for contract labor, then the documentation must have the name and social security number of the laborer);
 - c. Names of persons entertained and business relationship to (Farm Name);
 - d. Business purpose for the expenditure;
 - e. Signature of a department head, where required by above guidelines; and
 - f. The employee's signature.
5. Approved travel which requires the utilization of the personal vehicle will be reimbursed at a rate of \$.25 per mile.

Farm Purchases

You may purchase barbecue hogs from (Farm Name) for personal use. Requests should be directed to and approved by your supervisor. The request should then be presented to the scheduling coordinator so that the order may be placed. Charges for barbecue purchases will be sent to employees within 10 days of the pick up. Payment can be made directly to the Personnel Department, or payroll deduction can be set up upon request.

Employees will not be allowed to purchase parts, supplies or other goods from farm inventories or through (Farm Name). The only exceptions to this will policy will be to allow shop mechanics to purchase needed tools of substantial value through payroll deduction, and for approved employees to purchase computers through (Farm Name). The department head must approve the purchase prior to the actual purchase of tools or the computer.

Address Changes – Personal Status Change

It is very important for you that (Farm Name) had your correct home address and telephone number at all times. Report any changes immediately to the personal department.

This is important to you for several reasons such as reaching you or your family in case of any emergency and mailing important personal messages to you (i.e. W-2 tax form) at the beginning of the year so you may file your income tax return.

If your personal status should change, such as your marital status, or if you have an addition to your family, you should immediately notify the personal department. Here too, you may need to change your insurance coverage, withholding deductions for state and federal taxes or other important records you need to keep current.

Outside Inquiries

(Farm Name) does not release to outsiders any information concerning employees except that required by law and that authorized by the employee.

(Farm Name) will deny access to personal information to creditors, collection agencies and other outside sources, except where the employee had given his/her written consent.

Your Personnel Record

Your Personnel Record began with your application form. Various information concerning yourself and your status as an employee is added over time.

All employee information will be regarded as confidential, and careful consideration will be given to ensuring this confidentiality unless disclosure is required by law. Information in your personnel file is not released without written authorization from the employee.

Deceased Employees

Payroll checks due to deceased employees must not be released without proper authorization from the Probate Court of the county in which the deceased employee was a resident.

Bulletin Boards

Notices and information of interest to every employee are posted on the Bulletin Boards located in various sites throughout the company. Consult them regularly.

Smoking

“No Smoking” signs are posted in various areas of the operation. Among these are feed mills, grain elevators, refueling areas, and others as indicated. Employees found smoking in unauthorized areas will be subject to discipline, up to and including discharge.

Transportation

Employees are expected to furnish or make arrangements for their own transportation to and from their place of work.

Suggestions

If you have an idea, suggestion, or any comment which you feel will be helpful or may improve (Farm Name), please discuss it with your supervisor.

Grievance Procedure

(Farm Name) recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy which might arise between (Farm Name) and its employees.

If you have a personal problem or complaint, first talk it over with your immediate supervisor. In most cases a solution can be worked out.

If a satisfactory solution or settlement is not reached at this level, you are free to go to the next level of supervision, the farm manager or a board member, if necessary.

Safety and Housekeeping

In order to maintain a safe workplace, you are encouraged to report unsafe conditions or work hazards. Never take chances; the safe way is the most efficient way. Certain hazards exist by the nature of our business and employees must use good judgment and common sense in dealing with them.

Employees are expected to help maintain a clean and orderly workplace whether it be office, mill, farm or vehicle. This is necessary to ensure the health and safety of employees, animals and equipment.

Standard for Pigs Sold

Pigs sold by (Farm Name) must meet the following standards:

- Minimum weight of 35 lbs;
- Castrated with testicle ruptures fixed;
- No tail bitten, abscessed, deformed or lame pigs;
- Nothing exhibiting symptoms of rhinitis, pneumonia, scouring, mange or lice;
- Every pig should be thrifty and healthy; and
- Completely healed from any procedure performed.

The final decision on a particular pig will be made by the farm purchasing the pig. There will be a 24-hour period after delivery time in which the farm purchasing the pig may reject any pigs not acceptable.

Safety Rules

Maintenance of a high safety standard requires the participation of every employee. The following safety rules are meant as guides in an effort to prevent injury to employees and damage to buildings, equipment and animals. The list is certainly not complete. Each facility has its own set of circumstances and additional hazards may exist. Violations of safety regulations will necessitate certain disciplinary actions.

1. Observe and practice the safety procedures established for the job.
2. Do not wear loose clothing or jewelry around machinery.

3. Where required, you must wear protective equipment, such as goggles, safety glasses, masks, gloves, bump caps, etc.
4. Observe smoking regulations.
5. Do not block access to fire exits or fire extinguishers.
6. You must not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
7. Lift properly-use legs, not back. For heavier loads, ask for assistance.
8. Keep equipment, tools and materials and work areas clean and orderly.
9. Be sure all machine guards and protective devices are in place and working.
10. All vehicle operators will conform to state, local and Department of Transportation regulations.

Wearing of certain safety equipment is a condition of employment (where required). Bump caps, safety shoes and safety glasses are provided in required areas. Caps and glasses will be replaced for those damaged on the job through no fault of the employee. Damaged caps and glasses must be returned before replacements will be issued. Where required safety shoes will be provided and replaced at the rate of one pair per year if needed.

Termination of Employment

Should you decide to terminate employment with the company, an exit interview is to be conducted by the Personnel Department. Several items need to be addressed prior to the separation:

1. Determine the reason for separation;
2. Return of all company property or settlement of any debts owed, prior to the release of your final paycheck (Company property includes uniforms, tools, keys, etc.); and
3. Explanation of the conversion privileges and termination date of your group insurance policies.

Employees resigning their employment with the farm are asked to inform the manager as early as possible, but no later than two (2) weeks prior to his/her last day.

This requirement is waived for employees during their initial probationary period.

Job Abandonment

An employee absent three (3) consecutive scheduled working days or their weekend to work without prior approval of, or personal communication with, the manager is considered to have abandoned (voluntarily terminated without notice) his/her position – unless the employee can later demonstrate circumstances beyond his/her control, that made it impossible for him/her to contact the manager.

Work Rules

Employees are expected to observe “common sense” rules of honesty, good conduct, general job interest, safe practices and to adhere to generally accepted customs of good taste in our relations with each other. In our company, as in any group with a common purpose, rules are necessary.

Occasionally, the (Farm Name) finds it necessary to take disciplinary action against an employee for violating a rule, regulation, or policy. The type of disciplinary action taken, be in the form of a verbal/written warning or immediate termination, is dependent upon the severity and frequency of the infraction.

Our rules and regulations are all easily understood and are essential for the efficient and orderly operation of our facilities. They include, but are not limited to, those noted elsewhere in this handbook.

Disciplinary action usually occurs in a progressive sequence: verbal warnings, written warning, final written warning, suspension and discharge. It is not necessary for all five steps to be followed. Discipline may begin at any step depending on the seriousness of the offense. Also, offenses do not have to be of the same nature to constitute a violation serious enough to move on to the next step of the disciplinary action sequence.

The types of disciplinary action are:

1. Coaching and Counseling

The manager should discuss the problem with the employee and explain why the conduct or performance is unacceptable and why it is important. The manager should attempt to help the employee overcome the problem. An “Employee Counseling Session” form (see appendix) should be completed after the meeting.

Coaching/Counseling sessions and Oral Warnings are not considered “formal” disciplinary action and should not become a part of the employee’s official personnel file (unless later terminated for failure to correct the problem). Employee Counseling Session forms are therefore retained by the manager for his/her reference only. Copies are not provided to the employee.

This step may be repeated as often as necessary or may be omitted for more severe “Minor Offenses and Poor Performance” problems or for “Serious Offenses”.

2. Verbal Warning

A verbal warning is given by a supervisor in cases where violations are minor in nature, or for an offense normally requiring a written warning being called to an employee’s attention the first time. Supervisor should note in their records the date the verbal warning is given. If this does not correct the situation within a reasonable time, the supervisor should then use the next step below.

The “Employee Counseling Session” form should be completed after the meeting. The form (as described in step #1) is not provided to the employee.

3. Written Warning

A written warning is a formal warning given after the repetition of an infraction where a verbal warning has been given or for any offense constituting misconduct of a serious enough nature to use this step for the first offense. It should include a caution to the employee that a repetition of the offense or the continuation of an unsatisfactory condition will result in further disciplinary action, up to and including discharge.

The manager should complete a “Disciplinary Notice” (see appendix). The employee may be given a “First Written Notice” which could be followed by a “Final Written Notice” if the problem is not solved, or simply a “Final Written Notice”, depending on the severity of the problem. “First Notices” will have “other disciplinary action” denoted in the last section.

Repetition within one year of an offense for which an employee has received a written warning may result in a final written warning. Unless circumstances change, requiring more severe action, the expectation is that a “First Notice” would be followed by a “Final Notice”. “Final Notice” requires that either “suspension” or “termination” be indicated as the next step.

A “Disciplinary Notice” asks for signature by the manager and employee. Should the employee refuse to sign, it should be so indicated where the signature would normally be placed. A copy is given to the employee and the original is retained by the manager.

4. Suspension

The manager completes a “Suspension Notice” form (see appendix). This form should be signed by the employee and the manager.

The employee’s signature is not immediately required when the action is the result of a serious offense. The manager may verbally suspend an employee “on the spot.” The manager should then complete the form and give the

employee a copy of the form when the employee is notified of final action to be taken (return of work or termination). The employee will be asked to sign the original form at the time (if practical). Should the employee refuse to sign, it should be so indicated. The original copy is then filed in the employee's personnel file.

This step may be eliminated if a previous "Disciplinary Notice" indicates "termination" as the next step to be taken. This generally occurs when suspension serves no practical purpose such as with performance and attendance problems. Suspensions are most commonly associated with policy and conduct violations.

5. Involuntary Termination

An employee may be discharged for repeating an offense or condition where the first four steps in the disciplinary procedure above have been exhausted. Further breaking any rule of an inexcusable nature may result in immediate disciplinary action up to and including discharge.

The manager completes the "Termination Notice" form (see appendix). This form should be signed by the employee and manager.

A copy of the form must be provided to the employee.

All employees should know that disciplinary action will be taken for the following.

1. Falsifying time cards, personnel records, production records or any other company records.
2. Refusal to perform assigned duties relating to work of the company or slowing down production or output.
3. Theft from fellow employees, (Farm Name), or associates of the company (including contract producers).
4. Deliberately damaging or attempting to damage (Farm Name) product, property or equipment or that of a contractor or a fellow employee.
5. Fighting on company premises.
6. Violation of safety practice that might cause serious injury or death to self or fellow workers.
7. Reporting to work or working in an intoxicated or drugged condition or possessing or drinking any alcoholic beverages, intoxicants of any kind or illegal

- drugs on company premises (premises to include (Farm Name) parking areas or in (Farm Name) vehicles).
8. Refusal to leave the (Farm Name) premises upon the request of any authorized representative of the farm.
 9. The unauthorized leaving of the work site during working hours.
 10. Gross negligence which results or could result in serious injury to another employee or to company property.
 11. Willful waste of materials or supplies.
 12. Willful punching the time card of another employee, having one's time card punched by another employee, or unauthorized altering of a time card.
 13. Possession of illegal weapons, ammunition, firearms, etc. on (Farm Name) premises except as required and with departmental approval.
 14. Insubordination, a willful and deliberate refusal to follow a valid and reasonable order or assignment by a Supervisor or higher authority.
 15. Speeding or reckless driving on (Farm Name) property or in company vehicles.
 16. Being absent from work three (3) consecutive scheduled work days without notifying your supervisor or the company.
 17. Unreported absence or absence without justifiable cause.
 18. Reporting late to work.
 19. Using abusive language toward an employee, supervisor or (Farm Name) representative.
 20. Failure to properly report an accident or injury.
 21. Inefficiency or lack of application to job.
 22. Removal of (Farm Name) property, parts or materials without permission.
 23. Unauthorized operation of machines, tools or equipment.
 24. Sleeping while on duty.
 25. Posting or removing notices of any kind on the bulletin boards or (Farm Name) property without the approval of the (Farm Name).

26. Physical or verbal abuse of animals, visitors or other employees.
27. Willful neglect or mismanagement of animals.
28. Unauthorized or inappropriate release of information.

These rules are not all-inclusive but represent the types of unacceptable behavior which may cause or result in disciplinary action.

Summary

The Employee Handbook has been compiled to inform you of company practices, policies and benefits.

Please read each section to the Handbook carefully. Use the policies and principles within as a guide in the performance of your duties. Make your family aware of its contents. Most of it is important to them, too.

Because these policies and benefits may change from time to time, you as an employee should always consult with your supervisor as well as your Handbook if you have any questions about any material included here. Replacement pages will be distributed as changes occur.

Appendix

Receipt of Handbook

I have received a copy of the Employee Handbook which outlines the benefits, policies and employee's responsibilities for the organization. I will familiarize myself and comply with the information contained in the Handbook.

I understand the importance of continuity of staffing in this company and I accept the need for flexibility as part of my job. I realize that job requirements may require me to be transferred or to work overtime.

Since the information in this Handbook is necessarily subject to change as situations warrant, it is understood that changes in policies may supersede, review or eliminate the policies in the Handbook.

I understand that this is not an employment contract.

Employee Signature

Date Signed

Employee Counseling Session

(Farm Name)
Employee Counseling Session
CONFIDENTIAL

For Supervisor Use Only
(Copy Not Provided to Employee)

Employee Name: _____

Date/Time of Session: _____

___ Coaching/Counseling Session ___ Oral Warning

Problem Discussed with Employee _____

Why Is It Important? (As Explained to Employee): _____

Assistance To Be Given To Employee (As Explained): _____

When And How Should The Problem Be Solved (As Agreed By Employee):

Employee Was Told The Following Would Occur If Problem Is Not Solved:

Other Comments (Employee Reaction, Notes for Follow-up, etc.): _____

Manager Signature: _____

Employee Disciplinary Notice (Written)

(Farm Name)
Written Employee Disciplinary Notice
CONFIDENTIAL

Employee Name: _____

Date: _____

___ First Written Notice

___ Final Written Notice

We believe that all employees want to know when there is a problem with their performance and/or when they have violated (Farm Name) policies or procedures. This notice is provided to you for this purpose. It is our desire to help you solve the problem. If you disagree with this action, you may so indicate in the appropriate section of this form or forward a written response to the board of directors (to be attached to this form when it is placed in your personnel file).

___ Your conduct is not in keeping with (Farm Name) policies/procedures for the following reason(s):

___ Your performance is unsatisfactory for the following reason(s):

This is important for the following reason(s):

The following improvements or actions are required immediately:

Failure to solve this problem will result in

Suspension Discharge

Other Disciplinary Action as Indicated: _____

Manager Signature: _____

Employee Comments: _____

Copy Received by (Employee Signature): _____

Date: _____

Distribution: Personnel File (original)
 Employee (copy)

Employee Suspension Notice

(Farm Name)
Employee Suspension Notice
CONFIDENTIAL

Employee Name: _____

Date: _____

The purpose of this notice is to inform you that you have been/will be suspended from employment with (Farm Name) without pay for the reason(s) indicated below. If you disagree with this action, you may so indicate in the appropriate section of this form or forward a written response to the board of directors (to be attached to this form when it is placed in your personnel file).

You are suspended for _____ working days from _____ to

_____ for the following reason(s): _____

The following cannot/no longer be permitted: _____

Upon your return the following improvement or action is required: _____

Failure to accomplish required improvement or action will result in your termination from employment.

Manager Signature: _____

Employee Comments: _____

Copy Received by (Employee Signature): _____

Date: _____

Distribution: Personnel File (original)
 Employee (copy)

Employee Termination Notice

(Farm Name)
Employee Termination Notice
CONFIDENTIAL

Employee Name: _____

Date: _____

The purpose of this notice is to inform you that you have been terminated from employment with (Farm Name) for the reason(s) indicated below. Unless this action is the result of a serious conduct violation (on or affecting your job), you have received previous warning(s) concerning the consequences of continued unsatisfactory performance or violation(s) or policies/procedures of conduct. If you disagree with this action you may forward a written response to the board of directors (to be attached to this form when it is placed in your personnel file).

You are terminated from employment for the following reason(s): _____

Manager Signature: _____

Employee Comments: _____

Employee Signature: _____

Distribution: Personnel File (original)
 Employee (copy)
 Board Members (copies)

Example Memo Documenting - Written Warning

September 2, 1996

To: Ms. P. Woodward

From: Mr. R. Davis

Subject: Disciplinary Action - Written Warning

This memo is to inform you that you are being reprimanded for your failure to complete assignments in a timely manner.

This reprimand is issued due to your poor work performance, specifically, your failure to perform work assignments in a timely manner. On September 1, 1996 there was a delay of one hour and nineteen minutes in the completion of the morning attendance reports. Normally it takes only twenty minutes to complete the report and it is required to be completed prior to lunch. When the lateness of the report was discussed with you, you responded by saying that the report was completed late because you decided to eat lunch early and that after lunch you left to get coffee before completing the report.

The timely completion of the morning attendance record is your responsibility. It is clear that the morning attendance record was not completed on time and that you were the person responsible. Such negligence and lateness is the basis for this disciplinary action. Your failure to complete your payroll responsibilities negatively impacts other employees who must ensure that the information is correct and who must enter the data into the computer by the end of the day.

This is not the first time this problem has occurred. You have been orally warned on two other occasions for failing to complete assignments in a timely manner.

Any further problems involving your work responsibilities may result in further disciplinary action, up to and including dismissal.

cc: Personnel File

Example Memo Documenting - Suspension

September 2, 1996

To: Ms. C. Jones

From: Ms. D. Wright

Subject: Disciplinary Action - Suspension

The purpose of this memo is to inform you that you are hereby suspended without pay for three (3) days because of your negligence, specifically driving in excess of the campus speed limit in a University vehicle.

You acted negligently in the performance of your assigned duties on August 30, 1996 when you were involved in a minor traffic accident while operating a University vehicle. The traffic officer who investigated the accident, and who also witnessed it, stated that you were traveling at a rate of speed well in excess of the 20 MPH speed limit.

Because your negligence in ignoring the speed limit on campus is a serious matter, I believe that this disciplinary action is necessary. Unfortunately this is not the first offense of this type. You received a traffic violation while driving a University vehicle on July 29, 1996 for speeding. You received a written warning for that incident. Previous oral warnings regarding your use of University vehicles have also been issued.

You will be expected to drive safely while operating University vehicles and to obey all posted speed limits. This requirement not only ensures your safety but the safety of other University students, staff, and the general public who are frequently on campus. Any further performance problems of this type may result in further disciplinary action up to and including dismissal.

cc: Personnel File

Example New Employee Fact Sheet

(Farm Name)
New Employee Fact Sheet

Employee Name: _____

Date of Hire: _____

Department: _____

Supervisor: _____

Normal working hours (days and times): _____

If up will be absent from work, contact _____ at _____
by _____ .

You report to _____ who reports to _____ .
_____ is the directly responsible for your training.

Your performance appraisals will be conducted by: _____ .