

# Worker Share Policies

1. On-time & ready to work
  - a. We begin work with a meeting at 7 am
  - b. We suggest you arrive 10-15 min. early in order to give yourself enough time to get situated. It takes 5 minutes to walk from your car/bus/bike back to the farm.
    - i. This means, by 7am...
      1. Work clothes and footwear on
      2. Sunscreen applied
      3. Any last minute breakfast consumed
      4. Hands washed (at hand washing station)
  - c. Late Policy: After 4 instances of being late, you will lose your worker share position.
2. Absence(s)
  - a. Planned Absence (vacation, conflicting schedules, etc)
    - i. All worker shares can miss 2 weeks for vacation. Anything more and we need to give that spot to someone else.
    - ii. Vacation plans should be submit to Jake for approval. Please submit them as soon as possible (for our planning purposes) but no later than one month in advance.
  - b. Unplanned Absence (illness, family emergency, etc)
    - i. We understand that life is full of unexpected surprises. If you find yourself in a last-minute jam, unable to fulfill one of your scheduled shifts, please notify Annali via phone call or text. Contact information is listed on last page of this document.
3. Appropriate Attire
  - a. General Suggestions
    - i. Dirty: This is a farm and you will get dirty, sometimes very dirty. Select your clothing with this in mind. Thrift stores are great place to find cheap clothing, perfect for the job.
    - ii. Comfort: Wear comfortable clothes. You will spend much of your day in uncomfortable positions (squatting, bending, kneeling), don't let your choice of clothing add to your discomfort.
    - iii. Layers: The weather and temperature can change drastically throughout the day. The best approach is to bundle up in the morning and shed clothes as needed.
    - iv. Sun: We love working in the sun, but over exposure can lead to a bad day, or worse. Protect yourself with sunscreen, a hat, sunglasses, and long sleeve shirts.
  - b. Footwear
    - i. One Rule: You must wear close-toe shoes. No sandals or open-toe shoes of any kind. It's for your safety.
    - ii. Use the same principles as with the rest of your clothing. Wear something comfortable that you expect to get dirty. It is often a good idea to wear comfortable shoes (old tennis shoes, etc) but bring along rubber boots than you can change into.
  - c. Rain Gear
    - i. Rain gear is not only useful when it rains, but also for working in the pack-shed, or even just being in the field on wet, dewy mornings.
4. What else to bring?
  - a. Wear a watch.
    - i. It is important to know what time it is in the field for coordinating work tasks and measuring efficiency. Cell phones are for work and emergency purposes only. Plan to use your watch to tell time.
  - b. Water Bottle
    - i. Hydration is very important in order work safely, efficiently, and comfortably.
  - c. Tote Bag(s) / Plastic Bags in which to put your share

## **Farm Staff**

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