

# **Scott Johnson Farm Service H2A**

## **Handbook**

### **2008**

Welcome to Farwell, Texas, USA!

The following information was compiled to help you understand our expectations of you and your work for the harvest business and answer questions that you may have. Occasions may arise that are not described in this handbook. Please be patient with us as we do our best to reasonably maintain our standards. Please keep this in your notebook and go over this handbook. You will be expected to read and sign a contract of labor upon receipt. You are expected to read this H2A handbook entirely and sign the acknowledgment on the last page to show that you have done so.

**PLEASE DO NOT HESITATE TO ASK QUESTIONS IF YOU DO NOT UNDERSTAND ANY PART OF THIS HANDBOOK.**

Thank you,

Scott Johnson

### **Payroll**

#### **1. Payday**

Payday is every other Monday. Our base pay for the 2008 season is \$ per hour, which is the AEWR minimum wage. This rate changes from time to time. If you need deposits to be made for you, please arrange with the office in advance.

#### **2. Documentation**

The office must retain the following documents or copies throughout your permit:

1. Passport (copy) including VISA and I94.
2. South Africa Drivers License (copy)
3. US Drivers License (copy)
4. Original Birth Certificate
5. Airline Information

**Please note:** in order to attain a Texas Commercial Drivers License (CDL) you must bring your Original Birth Certificate, which we require.

## Housing

### **1. General**

We expect that your house will remain undamaged and neat throughout your stay. Each of the houses will be inspected whenever your host so desires. Boarders will be held financially responsible for any damage that occurs. Please let us know if there is something needing repairs or if damage has occurred as soon as possible.

### **2. Guests**

You will have housemates and a roommate. **UNAUTHORIZED OVERNIGHT GUESTS ARE NOT PERMITTED IN OUR HOUSING.** It is inconsiderate of your house mates and your host family. Those who violate the unauthorized overnight guest rule will be fined \$500.00 and the money will be divided between your housemates.

### **3. Cleaning**

Please keep your houses tidy. The biggest problem is having food lying out. A housekeeper has been assigned to your house for weekly general cleaning. **THIS WILL BE OF GREAT SERVICE TO YOU!!** Her fee will be deducted from your paycheck. She will be paid per house, so the neater you keep your house, the better it will be for you and your housemates. Her duties will basically consist of mopping the kitchen and bathrooms, cleaning the kitchen and bathrooms, vacuuming and dusting and making the beds. She should not be at your house more than two to three hours a week. She will report the condition of your house to Scott and Patti and if there is a problem, checks will be held until they are taken care of. If there is damage of any kind, please report to the office so that this problem can be fixed. You are responsible for your own light bulbs, trash bags and toilet paper. Please do not take these supplies from the office/shop. You need to purchase your own supplies from a local retail store. At the end of the season, houses will be inspected for cleanliness and supplies. No bonuses (when applicable) will be given until the housing is up to par. **PLEASE LEAVE NO FOOD OUT OR IN CABINETS WHEN YOU LEAVE FOR MORE THAN ONE WEEK. PLEASE TAKE YOUR TRASH OUT WHEN IT GETS FULL....DO NOT WAIT ON THE HOUSE CLEANER, THIS WILL ONLY ATTRACT RATS AND BUGS AND COST YOU MONEY FOR HER TIME!!**

### **4. Smoking & Pets**

No smoking or pets are permitted in our rent houses, shop, and barn or office areas. We must do our best to be considerate of those with allergies. If you smoke outside, please properly extinguish and throw away your butts. There is a **NO BURN POLICY** in affect in Parmer County, if violated you will receive a visit from the County Sheriff and a fine.

### **5. House supplies**

We have worked to supply your house with necessary items. Please do not

remove these items from your house. If something needs repairs, let us know as soon as possible. If your refrigerator needs repairs, please clean it out before it is picked up for repairs. House supplies have been itemized and will be re-itemized at the end of the season. **All bonuses (when applicable) will be held upon return and storage of items.**

## **6. House appliances & fixtures**

You and your house mates will be held responsible for all for the items in your house. This includes beds, bedding, curtains, blinds, light fixtures, heaters, A/C units, bathroom fixtures, towels, sofas, chairs, tables, table clothes, refrigerators, washers & dryers, ceiling fans, toilets, kitchen supplies we have provided. Each house has been itemized for these things and should contain the same items at the end of the year. You and your housemates will be held responsible for replacing any missing or damaged items before you leave.

## **7. Carpets**

**We ask that you remove all boots and shoes that have grease, mud or anything else that can be tracked on the carpet. If the carpet has to be cleaned anytime during the season it will be divided between the housemates!!!**

## **Vehicles**

The suburban's and pickups are for business use. We realize it is necessary to make errands for groceries and supplies. Please do not abuse this privilege. We are only responsible for the fuel to get you to and from work. You may check out a card from the office to fuel during business hours only. This card must be returned the same day. (See fine page). After hours, put fuel in the suburban yourself. Do not run our vehicles out of fuel! (See fine page), the person you are hurting the most will be you! When you put fuel in a suburban for work purposes, keep your receipt and put name, date and suburban number on it for reimbursement. Receipts need to be turned in to the office, so that this can be taken care of in a timely fashion. We will not reimburse fuel used for personal purposes! Don't bother turning in receipts you have for time off. The card keeps very good records and notes exact times when fueling. (Please note the many fines for suburban & fueling). **WE EXPECT THAT YOU WILL TREAT ALL OF OUR VEHICLES AND/OR EQUIPMENT WITH RESPECT!** (Unfortunately, we have fines for abuses that may occur or have occurred, please note; you will be accountable to your host).

Before operating any vehicle, make sure you are familiar with rules related to it and check to make sure that the correct notebook is in the vehicle. The notebook must include **Texas Registration, Texas Insurance card.** If you get stopped, they will want the information in this notebook. If you call to say "I can't find my notebook", the answer you will receive will be, "Didn't you locate this before you left?" (See fine(s) page) A spot inspection will be done on the suburban for cleanliness prior to releasing checks.

I have read and understand the 2008 H2A Handbook of Scott Johnson Farm Service. I will follow the standards in this handbook.

\_\_\_\_\_  
Employee Signature

Date

\_\_\_\_\_  
Printed Employee Signature

\_\_\_\_\_  
SJFS Official

Date

