

# **Scott Johnson Farm Service 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 are expected to read this 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

## **Handbook Index**

|  |       |
|--|-------|
| 1. Payroll, payday, timecards, newsletters.....                    | Pg. 3 |
| 2. Equipment.....  | Pg. 4 |
| 3. Record Keeping.....   | Pg. 4 |
| 4. Notebooks.....  | Pg. 4 |
| 5. Identification.....   | Pg. 4 |
| 6. Safety.....   | Pg. 5 |
| 7. Meetings.....   | Pg.5  |
| 8. Vehicles.....   | Pg.5  |
| 9. Drug Policy.....  | Pg. 5 |
| 10. Tools & Shop Equipment.....                                    | Pg.6  |
| 11. Fueling: trucks & vehicles.....                                | Pg. 6 |
| 12. Personal Appearance.....                                       | Pg. 6 |
| 13. Disputes.....  | Pg. 7 |
| 14. Citations.....   | Pg. 7 |
| 15. Radios.....  | Pg. 7 |
| 16. Address.....   | Pg. 7 |
| 17. Phone.....   | Pg. 8 |
| 18. Other Information.....   | Pg. 8 |
| 19. Offenses & Actions Taken.....                                  | Pg. 9 |
| 20. Fine List.....   | Pg.10 |
| 21. Truck Driver Job Descriptions.....                             | Pg.11 |
| 22. Chopper Driver Job Descriptions .....                          | Pg.12 |
| 23. Tractor Driver Job Descriptions .....                          | Pg.13 |
| 24. SJFS Handbook, H2A, and Job Description acknowledgment...Pg.14 |       |

### **Payroll, Payday, Timecards, Newsletters**

### **1. Payroll:**

Most of the time, paychecks will be ready in the afternoon. However, many unforeseen cases may arise. Incomplete timecards, illegit time, incomplete paperwork, employee advances and deductions, or computer malfunctions all add to the amount of time it takes to prepare checks. Also, please note that all payroll is recorded at the same time (start to finish). If you have an urgent need for your payroll check, let the office know ASAP.

### **2. Payday:**

Payday is every two weeks on Monday. All employee documentation must be in the office before paychecks are released. If you have a question concerning your paycheck, please see the office prior to depositing or cashing your check.

### **3. Timecards:**

The time clock is kept in barn. Clock in when you get to barn and clock out at lunch. Clock in again when you return to barn and clock out as you leave barn. While working at the shop, you must clock out for lunch. Also, if you begin or end work before the office is unlocked, please call the answering machine to clock in or out. We are required to enforce lunch time procedures and will hold employees accountable for lack of cooperation. **Thus, while working at the shop, you must clock out for lunch.** If working through lunch is unavoidable, you must have a foreman initial the affected date of missed lunch. The timecard of the foremen will be the basis of all time recorded. In most instances, foremen will have more time recorded during harvest hours. Individuals with time above that of the foremen will be asked to have meeting with foremen and bookkeepers and Scott to discuss this discrepancy. Extra long hours legitimately clocked must be initialed by foreman. Pay will be calculated by time clocked in only. Neglect in clocking in will result in loss of hours and pay. If unable to clock in or out due to unforeseen circumstance, have foreman initial affected date. If you are in the field and need to be clocked in or out please call the office. Each individual is responsible for their own timecard; everyone's timecard is expected to be a little different. Time padding will be discovered and the result will be dismissal. Please note, all record keeping must be complete and accurate for your pay check to be administered. The office will have a conference with you on the pay date and collect required documents and distribute new documents and check for accuracy in your notebook (See Record Keeping). Use one time card for each week worked. Time cards are collected once a week. Start a new card every Monday.

### **4. Newsletters:**

From time to time, the office prints up a newsletter and distributes it with your paycheck. Information is given out along with reminders, upcoming events and photos. On other paydays, safety information will be distributed to you in your paycheck. Please read the safety items and be up to date on compliance.

## **Equipment**

Employees will be assigned to work with a variety of equipment including, **tractors, swathers,**

**trucks and choppers.** These will be maintained by the foremen, so see them prior to working on any of this equipment. Employees will be assigned to work on other equipment around the shop and farm. This will include the loader, farming implements, forklifts, sprinklers and 4-wheelers. Javier maintains and is responsible for all of this equipment, so see him before working on any of this equipment. **NO employee is allowed to operate any of the equipment without being trained and approved by a SJFS foreman or Scott. SJFS will not be held responsible for accidents or injuries which occur due to an unapproved employee on the equipment.**

### **Record Keeping**

To be compliant with Federal Standards, part of the job for **truck drivers** will be record keeping. Truck drivers are required to fill out and maintain daily maintenance sheets which are located in your **truck/trailer notebook**. These documents (**DVIRs**) must be checked and completed daily, front and back, dated and signed. They will be collected each payday and checked for accuracy. The DVIR includes references for repairs for truck or trailer. If you have questions concerning the DVIR or filling them out, contact the office. The Federal Standards change from time to time, we will keep you updated on the information. Part of your job is to remain in compliance with these regulations.

### **Notebooks**

For each truck and vehicle, there is a notebook with important documents for that particular vehicle. **ALL** Drivers are responsible for making sure the notebook with all necessary documentation is in the equipment before it leaves the worksite (trucks, suburban's, and other equipment). The notebooks in the equipment must remain in the equipment. Information necessary for each vehicle is: **Texas Registration, Texas Insurance Card, DVIR's** (trucks), **Cab Card** (trucks), **Load Sheets**, (trucks), and a list of **phone numbers**.

### **Identification**

Everyone will be required to obtain a **Texas Commercial Driver's License**. To obtain a CDL you must have a regular **Texas Driver's License** and **Social Security #** and be in good health and pass a **Department of Transportation Physical**. In order to have a license issued to you, you must pass a written and a driving test. **Drivers must keep your commercial drivers license and your medical card with you at all times when driving a truck or vehicle.**

### **Safety**

We want you to be safe on the job! Each employee will be held responsible for themselves and their co-workers where safety is involved. Safety goggles must be worn for many operations in the shop area. **DO NOT NEGLECT WEARING SAFETY GOGGLES.** You will

pay for your own emergency room visit if you were negligent in these procedures. Don't think that you can't fall, or slip or stumble. Superman is a fictional character! If you lose work time, you lose wages! **BE SAFE AND NOT STUPID.** From time to time, we will have required safety meetings and handouts for you to read about safety. Please pay special attention to these meetings and handouts. If you have any injury, such as a fall or get slag in your eye, notify the office immediately so medical attention can be sought. Safety glasses will be given to every employee at the beginning of employment. Replacements will be available in the office with a replacement fee of \$10.00 each.

### Meetings

Periodic meetings will be held by Scott, foremen, or the office. Most meetings will occur before the season gets too far underway. Your attendance is mandatory for these meetings. The subjects of these meetings will include topics such as safety, machinery maintenance and procedures and compliance.

### Vehicles

WE EXPECT THAT YOU WILL TREAT ALL OF OUR VEHICLES AND 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 and 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 page) A spot inspection will be done on the suburban for cleanliness prior to releasing checks.

### Drug Policy

No alcohol or drugs will be tolerated on the premises. Abuse of either will cause termination of job, permit, and bonuses (where applicable). Drug and alcohol testing will be conducted and tested randomly by trained and authorized personnel throughout the year. A pre-employment drug test will be done on site. Other drug testing will occur throughout the year. Any employee found to have a positive result on a Drug & Alcohol test will be suspended without pay (or bonus when applicable) until further action is taken (including dismissal.) DWI or DUI in our vehicles will result in immediate dismissal. If you are in our vehicle and receive a DWI, we will place criminal charges against you as you are using our vehicle for unauthorized uses without our consent. Please provide a list of any and all prescription medications you are currently taking. This is needed in case of a positive result on a drug test. Also provide a list of any and all drug allergies known.

### Tools & Shop Equipment

The tools in the shop are the personal property of Scott or foremen. Authorization to use these must be given before you use them. You will be held accountable for unreturned tools. For your safety, use of shop equipment is for qualified personnel only. Please have foreman instruct you in the use of this equipment. **Please notify Scott or foreman immediately if a tool is broken.** Do not leave tools in equipment, as someone else may need them. You may

have your personal tools in your equipment. Personal tools may be purchased at many local retailers.

The following is a list of some of the shop equipment:

Parts washers

Pressure washers

Welder, wire, arc, aluminum\*

Grinders\*

Saw\*

Air and air tools

\*Welding helmets and protective eye gear must be worn when working with these items.

### **Fueling - Trucks or Suburbans**

When driving day begins, you will be expected to be adequately fueled (along with other daily maintenance.) When we are harvesting away from the shop area, we have accounts with fueling stations and also in the fuel trailers (**green diesel - on road fuel.**) It is your responsibility to see that your truck or equipment is fueled and ready. **DO NOT take time out from hauling or chopping to fuel when you need to be running. YOU WILL be fined per occurrence if your truck or equipment needs to be fueled.** You should be able to run about 1000 miles with both tanks full. You will always be able to get fuel, **SO DO NOT RUN OUT OF FUEL.** (Note fine's list)

### **Personal Appearance**

Please keep personal appearance conservative and casual. You will get dirty! Work boots are recommended and are the best for your personal foot safety. NO SANDALS! When working, long pants are required!!! **NO SHORTS ARE ALLOWED!!!** Injury due to improper attire will be employee's responsibility.

### **Disputes**

Most misunderstandings are just that! Questions asked at the right time will avert most problems. DO NOT ASSUME YOU KNOW THE ANSWER! Discuss your problem with a foreman or Scott at their convenience, not when either of you need to be working. We will try our best to listen when approached with an honest and helpful attitude. Ultimatums will not help your situation, nor will fist fighting! If you are unable to get along with your host, foremen or co-worker, you may need to return home. Any disputes needing attention from Scott will be

documented and placed in your permanent record. Consideration of your work ethic, success on job, dependability and ability to get along with foremen and co-workers will be noted when considering rehire. Loaning or borrowing from co-workers is discouraged. Too many times this causes hard feelings. Also we will take **no** steps to intervene in this circumstance due to lack of good judgment.

### Citations

You are expected to abide by state & federal laws. If you get a ticket for speeding or for not wearing a seatbelt, you will need to pay this out of your pocket; we help you in this matter in the office. Take care of this as soon as possible. Tickets that are due to your negligence will be your responsibility. Tickets due to our oversight, we will be responsible for paying. If you are speeding especially in your truck, **THE OFFICER WILL FIND SOMETHING ELSE WRONG WITH YOUR TRUCK!! The bottom line is DON'T SPEED!! Please note, you are allowed only 3 moving violations in a 2 year period, then, your license will be revoked. This is a federal license and your record will go anywhere you go!**

### Radios

Two way radios are in all trucks, machinery, suburbans and offices. Please keep radio talk concise, positive and business-like. As respect for your hosts, the radio is **ENGLISH ONLY**. No Spanish or other foreign language will be used. This radio is for business use only. Foul language is not permitted as it is offensive. (Note fine's list)

### Address

The mailing address to receive mail is:

120 US HWY 84  
Farwell, TX USA 79325

It takes several weeks to receive mail from the RSA. Objectionable material will be trashed as we are only allowing the use of our address for you to receive mail.

### Phones

A list of frequently used phone numbers are listed in your notebook, please use toll free numbers when available. You may make personal calls on the business phone after hours only. This phone is not able to make international calls; you may use a calling card. You may purchase a cell phone at many local retail stores. Please note that personal calls on your personal cell phones are allowed at lunch time only. You can not give your work the attention or safety necessary while your mind is elsewhere. **TALKING ON THE CELL PHONE WHILE DRIVING (WITHOUT A HANDS FREE DEVICE) IS AGAINST THE LAW.** If you are seen

doing this in any vehicle or truck, it will result in a \$100.00 fine per occurrence along with a written reprimand. If you must talk while driving, get a hands free device. These are not just our rules, but the law and for your safety. The office needs to have your personal cell phone number as well as a local number (where applicable). We need to have an emergency contact number on file for you as well. Please make sure to give these numbers to the office ASAP.

### **Other Information**

1. No smoking in the shop, break room, bathroom or office.
2. There will be a list of weekly chores in the shop. Check for your groups' list and make sure a foreman has identified that all chores are completed.
3. Please let Scott, a foreman or the office know if you are ill and need to stay home. Everyone gets sick from time to time, and that is understandable. However, frequent absences or absences without explanation are not acceptable. Please be considerate of your host by letting him know.
4. Please give the office a list of any and all drug or food allergies you have. This is important in case of an emergency.

### **Offenses and Actions Taken**

#### **1<sup>st</sup> Offense**

Meeting with one or more of the following people: Scott, a foreman, the office, or Patti. Record of 1<sup>st</sup> offense will be placed in file.

#### **Offenses**

Neglect of duties

Neglect of record keeping

Tardiness or absences

Abuse of shop, equipment, tools and machinery

Not keeping time accurately  
Misuse of phone  
House Abuse  
Disorderly Conduct  
Inappropriate Language  
House Abuse

2<sup>nd</sup> Offense

Meeting with one or more of the following people: Scott, a foreman, the office, or Patti. Record of 2<sup>nd</sup> offense will be placed in file and a reprimand.

Offenses

Repeated neglect of duties  
Repeated neglect of record keeping  
Repeated tardiness or absences  
Repeated abuse of shop, equipment, tools and machinery  
Repeated misuse of phone  
Repeated 1<sup>st</sup> offenses  
House Abuse

3<sup>rd</sup> Offense

Suspension, dismissal, permits revoked, bonuses and reimbursement forfeited. Provide PSI with suspension letter with details making H2A permit near impossible to attain by Offender. Record of 3<sup>rd</sup> offense will be placed in file.

Continued neglect of duties  
Continued neglect of record keeping  
Continued tardiness or absences  
Continued abuse of shop, equipment, tools and machinery  
Continued misuse of phone

Also 3<sup>rd</sup> offense penalties apply to the following behaviors:

Fighting  
Insubordination  
Use of Drugs  
Alcohol Abuse  
Law enforcement action including DWI, DUI, and PI  
Threatening behavior toward host, co workers and others  
Harassment  
Disorderly Conduct

**Fine List**

|   |                  |                   |
|---|------------------|-------------------|
| *Unauthorized Overnight Guest                                 | \$500.00         |                   |
| (fine money will be split equally among all your house mates) |                  |                   |
| *Talking on Cell Phone While on Duty                          | \$100.00         |                   |
| *Talking While Driving (without hands free device)            |                  | \$100.00          |
| *Loss of Notebook   | \$25.00          |                   |
| *Loss of Keys (truck, vehicle, house)                         | \$25.00          |                   |
| *Running out of Fuel  | \$25.00 per hour |                   |
| *Damage to House or Vehicles                                  |                  | Per Quote         |
| *Foul Language on Duty  | \$ 25.00         |                   |
| *Non-Mentioned Offenses from Reckless Behavior                |                  | Restitution Rates |

- \*Vehicle Abuse (including DWI) \$ 500.00
- \*Talking in Language disrespectfully & other than English – shop, radio's \$100.00
- \*Not Wearing Safety Goggles – **You will be responsible for ANY and ALL medical expenses**

Scott Johnson, Owner and host

## **SJFS Job Description Truck Drivers**

### **Truck Driver Daily Duties:**

Drivers are required to make sure all equipment is in working order.

Drivers must keep up with Federal, State, company and jobsite paperwork.

Drivers must make sure his/her truck is fueled adequately for the day.

Drivers must communicate with chopper drivers, scale people, foremen, and farmer as needed courteously.

Drivers must be courteous on the roads.

Drivers are required to tarp loads.

Drivers must maintain paperwork for truck and trailer.

Drivers must report ALL truck/trailer problems to Mac, Johan, Scott, or Luke ASAP.

Drivers are required to clean windows daily.

Drivers are required to keep inside of trucks cleaned out daily. NO food or drinks should be left overnight.

Grease S-Cams and slack adjusters EVERYDAY.

**Paperwork in Truck:**

DVIRs

Log Books

Texas Registration

Cab Card

Extra Permits (as necessary)

Load Sheets (as necessary)

Scale Sheets (as necessary)

Chopper #

**Driver File:**

CDL

SS#

DOT Physical

**All truck drivers are responsible for reading and following all safety procedures. Manuals are found in all equipment that is used. If manual cannot be found, contact the office immediately. Reading this manual is your responsibility for safety reasons.**

**SJFS Job description Chopper Drivers**

**Chopper Drivers Daily Duties:**

Fuel equipment

Check all fluids

Sharpen knives

Set stationery knife

Clean windows

Lube grease points

Blow debris off machine

Inspect all wear points

Blow out air filter

Check cab filter

Blow out radiator

Look for leaks  
Check for grease line breaks  
Check header, blades, fingers, etc.  
Communicate with foremen about questions or problems with machine  
Keep cab cleaned out daily no food or drinks left overnight  
Maintain paperwork for office.

**All chopper drivers are responsible for reading and following all safety procedures. Manuals are found in all equipment that is used. If manual cannot be found, contact the office immediately. Reading this manual is your responsibility for safety reasons.**

### **SJFS Job Description Tractor Drivers**

#### **Tractor Driver Daily Duties:**

Fuel tractor  
Check all fluids  
Lube grease points 2 times a day  
Clean windows  
Blow debris off machine  
Inspect all wear points  
Check air filter  
Check cab filter  
Blow out radiator  
Look for leaks  
Check for grease line breaks  
Communicate with foremen about machinery problems  
Keep cab clean  
Maintain paperwork  
Keep cab cleaned out. No food or drinks left in cab overnight.

**All tractor drivers are responsible for reading and following all safety procedures. Manuals are found in all equipment that is used. If manual cannot be found, contact the office immediately. Reading this manual is your responsibility for safety reasons.**

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

\_\_\_\_\_  
Signature

Date

\_\_\_\_\_  
Printed Name

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

Date