

## Agritourism Employee Assessment Checklist

Has the farm operator...	Yes	No	Priority Ranking <sup>1</sup>	Comments
...assessed how many employees are needed for regular farm visitor traffic?				
...assessed how many employees are needed for special events?				
...evaluated if employees are competent in utilizing cash registers?				
...evaluated if employees are able to count back change to customers and not just rely on the cash register to determine change?				
...made sure employees know who is in charge/ who is the manager?				
...informed employees on who to ask if they have questions regarding certain tasks?				
...made sure employees are easily recognized by customers via an employee uniform, nametag, etc?				
...trained employees to answer certain customer questions about products?				
...made sure employees are dressed neatly, cleanly and appropriately?				
...clearly communicated work schedules, start and end times of work day, and when breaks should be taken?				
...made sure workers are taking breaks required by law?				
...covered the policy on the use of cell phones, hand held video games, reading magazines, or other personal recreational uses during work?				
...covered the policy on personal visits during work time?				
...followed state pesticide laws pertaining to workers and US EPA Worker Protection Standards regulations and training for employees who work or may work in fields?				

<sup>1</sup>H = High Priority, M = Medium priority, L = Low priority

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Has the farm operator...	Yes	No	Priority Ranking <sup>1</sup>	Comments
...posted federal and state wage and hour laws pertaining to minimum wage and workers rights?				
...made sure workers are performing tasks that are allowed according to labor laws for their age?				
...made sure workers are being paid appropriately according to payroll laws for overtime?				
...made sure if young workers are not working more than the maximum hours allowed by law?				
...acquired emergency contacts for each employee?				
...provided the employer's policy on substance abuse?				
...provided each employee with a written job description?				
...provided the employee with the length of hire? (i.e. seasonal, part time, temporary, etc.)				
...given instructions on how and who to contact when calling out from work, or if going to be late to work?				
...provided a list of reasons for dismissal from the job? (being late, not showing up for work, poor work habits, inappropriate behavior, theft, etc.)				
...made sure employees who are under age are not operating machinery that is restricted for their age?				
...provided a schedule of when and how the employee's pay will be dispersed (weekly, bi-weekly, paper paycheck, direct deposit, etc.)				
...given details about any additional benefits provided by the employer to the employee.				
...evaluated employee customer service habits to see if they are appropriate?				

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