

DRAFT
TERMS AND CONDITIONS OF EMPLOYMENT

_____ Farm offers a unique experience to those who have an interest in learning about organic farming. Much of the work at _____ Farm is seasonal, and the length of the workday varies within the busy season. Most employees work _____ days one week and _____ days the next week during the busy season, and do not work on _____. However, the availability of work varies throughout the year.

The pay for agricultural work at _____ Farm is hourly and exempt from overtime pay. Employees must maintain an accurate record of all hours worked and turn it in bi-weekly. Employees are paid _____.

Although employees are not required to live at _____ Farm, we offer food and lodging and shared use of our facilities (be specific of what the shared facilities are) to those who wish to live here. (something here about the specifics of living together and what that means re: shared responsibilities)

The value of the food and lodging we provide is deducted from any wages that you earn. The current value of food and lodging is \$_____. This amount is subject to state and federal income tax withholding.

As an employee of _____ Farm, you agree as follows:

- I agree to work the days and hours as determined by _____ Farm. I understand that my days and hours may vary seasonally.
- I agree to keep an accurate record of the hours I work each day on a timesheet provided by _____ Farm. I will hand in my timesheet at the end of each _____ pay period.
- I understand that I will be paid at an hourly rate of \$8.40 for all of the hours that I work and that I am not eligible for overtime pay. _____ Farm has not promised me any wages other than payment for my hours worked at the specified hourly rate.
- I understand that _____ Farm offers me the option to accept food and lodging for my personal benefit and that I am not required to live or eat at the farm.

[Please check one of the following:]

- I wish to live and eat at the farm. I authorize _____ Farm to deduct \$_____ from my wages each pay period to cover the value of the food and lodging being provided to me. I understand that the value of food and lodging I receive is a taxable benefit that is subject to withholding.

I do not wish to live and eat at the farm. I will make arrangements for food and lodging at my own expense.

- I understand that _____ Farm may incur expenditures on my behalf for things such as cash advances on my wages and long distance telephone charges. I authorize _____ Farm to deduct from my wages the cost of providing these benefits to me.
- This document embodies the entire agreement between _____ Farm and me with regard to my employment and supersedes any prior or contemporaneous agreement between us on the same subject.

[Employee Name]

Signature

Date