



# 2024 Employee Handbook

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## Welcome Aboard!

Welcome to Skelly's Farm Market! We are glad to have you on board. Whether you will only be working with us for just a few days or you will be with us from strawberries to Halloween or even beyond, you will be important in helping us bring a lot of great food and fun to our customers.

You will probably quickly find out that we like to get right into things and get things done. However, there is a lot going on at Skelly's, and as a new employee there are a lot of things to know. We know having the chance to read an employee manual was probably not one of your top reasons for wanting to work here, but there are a lot of things that you need to know. We will do our best to train you about most of the topics in this manual, but with so many seasonal employees we miss things from time to time.

Skelly's Farm Market complies with all federal and state employment laws, and this handbook generally reflects those laws. Skelly's Farm Market also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

The employment policies and/or benefits summaries in this handbook are written for all employees.

Please take the time now to read this handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. Skelly's Farm Market reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the workplace.

If you have questions about your employment or any provisions in this handbook, contact Laura Skelly. Throughout this handbook, Laura is the person of contact. In the event that she is unavailable or there is an issue regarding Laura, the chain of contact is as follows: Scott Skelly, Joe Skelly, your shift lead.

## Nature of Employment

Employment with Skelly's Farm Market is voluntarily entered into and is "at-will," which means the employee is free to resign at will at any time, with or without notice or cause. Similarly, Skelly's Farm Market may terminate the employment relationship at any time, with or without cause, so long as there is no violation of applicable federal or state law. No one has the authority to make verbal statements that change the at-will nature of employment, and the at-will relationship cannot be changed or modified for any employee except in a written agreement signed by that employee and the owner(s) of Skelly's Farm Market.

Policies set forth in this Handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Skelly's Farm Market and any of its employees. The provisions of the Handbook have been developed at the discretion of management, and except for its policy of employment-at-will, may be amended or cancelled at any time, at Skelly's Farm Market sole discretion. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on company bulletin boards.

## Important Forms

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with Skelly's Farm Market. If you are currently employed and have not complied with this requirement or if your status has changed, you must inform Laura Skelly.

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by Skelly's Farm Market. Forms needed:

- ✓ I-9 Form (Employment Eligibility Verification Form)
  - With this you must bring a valid form of ID (driver's license, school ID, or passport are common) and your social security card.
- ✓ W-4 and WT-4 Form (Tax Forms)
- ✓ Employee Information Form (handed out at training day)
- ✓ Signed Employee Handbook Agreement (last page of this handbook)
- ✓ (Fall only) Signed parents' letter (if under age 18)

If you are a returning employee, you do not need to fill out any new forms. If you have moved, completed a legal name change, or other pertinent info has changed, please complete a new W-4 and WT-4. *You cannot receive a paycheck without all of your forms complete.*

## About Skelly's Farm Market

The Skelly family has been farming this area since the mid-1850s. While we have raised everything from chickens to soybeans, we were primarily a dairy cow and crop farm from the 1960s through the year 2000. In 1989 we raised four rows of sweet corn around our house so we could water it with a garden hose. We sold the extra corn at the road, and the next year we planted 16 rows. A lot happened between then and now, but we will simply say that we have a little more corn than that now. If you want the rest of the story, ask us! We like telling stories.

Today we run three seasons: strawberry season, summer season and the fall season. Strawberry season runs for about three weeks starting sometime around the second week in June. There is usually a short break for around a week between strawberries and sweet corn. Sweet corn starts in early July depending on when our sweet corn becomes ready (pending our early summer weather). This runs until early to mid-September, although most of our stands close around Labor Day because most of our summer employees go back to school. Sunflower season is stuck in the middle of sweet corn season around late July/early August. We have several acres of beautiful blooming sunflowers for approximately 2-3 weeks. Then by Labor Day, our fall season begins and runs through October 31st.

All of the seasons are very different from each other, which makes training you even trickier. While some work is consistent during every season such as what day paychecks come out, other things are very different such as the hours you may work. As you read through this manual, pay attention to things that are seasonal.

Please note that this book applies to staff working in our retail positions. If we gave you this book that means you are in a retail position. We do hire a separate staff that assists with some harvesting and fieldwork. While we occasionally have a few employees that do work in both types of positions, your role and training will be to work with the business functions of our farm. We hired you to fill a position in this area, and this is where we expect you to work. However, from time to time we may ask you to help out with other types of jobs in addition to those described in this manual, and we trust that you will be willing to help wherever you are needed.

In your first few days on the job, you may feel overwhelmed with everything that you have to learn. As long as you are willing to keep trying to learn, we are pretty easy people to work with. Never be afraid to ask questions, and you will be surprised how much you learn in a short amount of time.

We work hard at our jobs, and we expect you to do the same. We also have a lot of fun doing what we do, and we want you to do the same. Our customers continue to buy from us because we provide great products and great service. We rely on you to help make great service. If you come here every day ready to work hard and provide good service, we believe you will have a lot of fun too.

# Meet the Family

## **Joe Skelly, The Farmer**

**Cell #: 608-751-8363**

Joe is the oldest son of Tom and Cheryl. He has degrees in Horticulture (which is growing fruits and vegetables) and Ag-Economics from UW-Madison. Joe was a key part of growing the business beyond just sweet corn while he was in high school, and has helped lead the business to its current point. Joe is in charge of all the growing and harvesting aspects of the farm in addition to bookkeeping and payroll. Joe has also designed and built most of the playground and other structures on the farm.

## **Scott Skelly, Director of Fun**

**Cell #: 608-322-1538**

Scott is the youngest son of Tom and Cheryl. He has a Bachelor's degree in Agribusiness and Public Relations from the UW Platteville. Scott grew up helping on the farm at a very young age and helped to create our first corn maze in 1998. He is in charge of making the farm look pretty for each season, as well as all of our technology, and lots more. Rumor has it, Scott can even make donuts – but let's hope we never see that actually happen.

## **Laura Skelly, Director of Deliciousness**

**Cell #: 608-490-1537**

Laura came into the business full time in 2014 after marrying Scott in 2012. She has a Bachelor's and a Master's degree in Meteorology from Northern Illinois University. Long story short, the job market doesn't exist in the Janesville area for meteorologists, so she decided to start working on the farm and instantly fell in love with the job. She oversees our bakery and roadside stand operations. She also manages employee scheduling, hiring and training, and all marketing. If she has the chance to get out of the kitchen or office, you can find her getting her hands dirty in the fields.

## **Tom Skelly**

**Cell #: 608-322-1537**

Tom is the 5<sup>th</sup> Generation Skelly to farm in Janesville. After earning a Bachelor's degree in Ag-Economics from UW-Madison, he bought the farm from his dad and farmed dairy cows and cash crops for 30 years. He and Cheryl started raising produce with their young kids in the 80s and 90s as a side project, and they became full time produce farmers in 2001. Tom has been involved in almost every project over the years and is still the expert repair man for almost anything that breaks around the farm.

## **Cheryl Skelly**

**Cell #: 608-322-1536**

Cheryl is married to Tom and is the mother of three Skelly kids: Joe, Megan, and Scott. She earned a degree in Education from UW-Madison, taught Home Economics for a few years, and then she worked as a substitute teacher and mom. As the farm started to become a farm market she became very involved with many of the day to day operations. Today she manages the gift barn, flower landscaping, and lots of other important jobs that everyone else would forget. She and Tom have both been working on “retiring” for a few years but are still very involved with the business.

## **Sarah Skelly, Farm Kid**

**Cell #: Come on, now...she's 8!**

Sarah is the daughter of Scott and Laura and can be seen running around the farm every day in the summer and after school in the fall. In 2024, she'll be finishing up 2<sup>nd</sup> grade and entering 3<sup>rd</sup> grade in the fall!

\*\*Yes, we all list our cell phone numbers because we think it's important for you to get ahold of us if you need to. However, please do not give out our cell numbers to customers (give the farm number instead). The preferred person of contact is Laura.

## Code of Ethics

Skelly's Farm Market will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and employees are expected to adhere to high standards of business and personal integrity as a representation of our business practices, at all times consistent with their duty of loyalty to Skelly's Farm Market.

We expect that our family, managers, and employees will not knowingly misrepresent Skelly's Farm Market and will not speak on behalf of Skelly's Farm Market unless specifically authorized. The confidentiality of trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) about Skelly's Farm Market operations, or that of our customers or partners, is to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

## Core Values

We, the Skelly family, firmly believe we should be achieving the following at all times:

- ✓ We are offering a family-friendly environment
- ✓ We are creating a fun (yet professional) work atmosphere for all employees
- ✓ We are providing quality, memorable food
- ✓ We are creating happiness for all guests

As a family, we try very hard to achieve these goals in our day-to-day lives. If you ever feel like we are not meeting any one of these goals, please talk with a manager.



# Customer Service is #1

At Skelly's Farm Market, our main job is to provide our customers with the best food and entertainment possible. To accomplish this, we must put customer service as our number one priority. While you will certainly do a lot of jobs such as running a cash register or serving food, you were hired specifically because we believe you can provide excellent service with a smile. This means we believe you will be friendly and helpful to customers while showing that you enjoy your job.

The types of produce we grow can be found in grocery stores or at other produce stands around the area. People can buy pumpkins at Walmart. Our customers choose to keep buying from us because they had a great experience as they purchased our food. Their great experience is coming from YOU, our employees. It is important to us that you are well trained on how to give great customer service. We take time out of our busy schedules to provide a customer service training session that will hopefully just boost your already great people skills.

We won't go into much detail about customer service in here, but we wanted to provide you with a few quick highlights in case you need a refresher:

- 3 steps for giving great service: figure out what the customer wants, get it for them (accurately, politely and enthusiastically), and go the extra mile.
- Use the 10-4 rule: if a customer comes within 10 feet you smile and make eye contact, within 4 feet you greet them.
- If you have a customer complaint, you should acknowledge the complaint appropriately, apologize, make things right, thank the customer and inform a manager after it is handled.
- Do not trash a rude customer after they have left – you will ruin your next interaction with a different customer.
- A customer is more willing to ask a question or interact with you if you look approachable. Be mindful of your energy and what you give off to people. Do not focus on other employees by chatting when a customer is nearby. The customer should not be able to tell that you are having a bad day. If you are reading, put the book down before you start conversing. Do not cross your arms or put your hands in your pockets.
- If you are not working directly with customers, make sure you are still aware of where they are. We all have important work to get done, but we need to do it with a friendly face in case they need to ask you a question.
- Do not be rude or argue with a customer. If there is a situation that you cannot politely resolve, contact a manager.
- Lastly, we all can't be smiley and enthusiastic every second of the day. We understand this and we aren't going to fire you if you don't smile 24/7. Just make sure you are treating others the way you would want to be treated.

**The customer may not always be right  
...but when they're wrong, we aren't going to tell them!**

## Job Descriptions

Skelly's Farm Market attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from Laura or your shift lead.

Job descriptions prepared by Skelly's Farm Market serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your written job description. Furthermore, Skelly's Farm Market may have to revise, add to, or delete from your job duties per business needs. On occasion, Skelly's Farm Market may need to revise job descriptions with or without advance notice to employees.

All jobs might also require you to be working in adverse weather conditions, such as (and not limited to) the heat, cold, sun, and rain. Skelly's Farm Market is an open-air market with limited areas of climate control and operates roadside stands in parking lots of local businesses. It is expected of you to be able to perform your normal job duties in these conditions. In the event of severe weather, such as (and not limited to) extreme heat and thunderstorms, Skelly's Farm Market will evaluate the conditions and report to you any modifications of your job duties for the day. Modifications to your job duties will be announced the morning of the predicted event.

If you have any questions regarding your job description or the scope of your duties, please speak with Laura or your shift lead.

## Strawberry Season (June)

### **Gift Barn Cashier**

Almost everyone ends up running one of two of our cash registers during strawberries. It isn't as busy as the fall so we only have two open in the gift barn. Our registers run a basic POS system with a touch screen display that you will get hands-on training with on your first day. If you are at this position and you are not checking someone out, other job duties might include sweeping the porch, cleaning bathrooms, organizing and cleaning the front counter spaces, watering flowers, emptying garbage bags, cleaning tables off, restocking shelves and produce displays, and helping customers carry purchases to their cars.

### **Shift Manager**

This position is only available to employees who we specifically assign. Responsibilities of this position include cashiering when needed, making sure breaks are being given, delegating cleaning tasks, stocking produce, sorting produce, answering phone calls, cleaning various areas inside and outside, answering customer questions, and training new employees on the POS system.

### **Pick-Your-Own Field Attendant**

We offer pick-your-own strawberries in our fields every day during the season. There can be anywhere from one to three employees running our pick-your-own fields at a time. Your main job is to get customers set up to pick strawberries. You will explain how picking is handled, hand them a flat and a carrier and guide them to good picking. Once a customer is finished picking,

they will bring their flat up to you. You weigh it and record their weight. The customer then brings that piece of paper up to our register to pay. Some days this position rotates every few hours with cashiers in the gift barn, so you are not stuck working in the same spot all day. This does require you to sit outside all day, but we do provide shelter from the sun.

### **Pre-Picked Strawberry Hauler/Sorter**

This position involves heading out to the strawberry fields in the early morning for 2-3 hours and hauling full boxes of strawberries out of the field to be sorted. Sometimes up to 20 pickers will be in the field and when they fill a box, you will come grab it, bring it back to a truck, and sort out the bad berries. This job involves a lot of walking at a fast pace and staying alert. After picking is finished, you will help with other tasks for the remainder of your shift. Employees need to be in good physical condition to handle this position.

### **Bakery Server**

If you are assigned a position at the bakery serving counters, your job for the day will be serving all of our delicious food items to customers. Working the bakery counters also includes helping to clean and stock produce in the new retail building, cleaning bathrooms, mopping and sweeping floors, and wiping off counters. This job requires your hair tied back and a hat on at all times. We will provide hats, but please remember to bring a hair tie.

### **Bakery Lead Manager**

This position is typically reserved for our veteran employees who have experience working in our kitchen serving and prepping food. This job involves getting the donuts made first thing in the morning, baking other items in the ovens, doing dishes, mopping, sweeping, and cleaning up counters. We expect an employee in this position to be able to direct other employees in the kitchen, assign tasks as needed, and be able to fix issues that might come up with equipment. We also expect this employee to be able to determine when it's time to start making more donuts and baking more items in the ovens. This job requires your hair tied back, a hat, and an apron at all times. We will provide the hats and aprons, but please remember to bring a hair tie.

### **Bakery**

If you are assigned a position in the kitchen (bakery), your job for the day will be assisting the lead manager in food prep. Tasks in this position include assisting in making donuts, cleaning counters, sweeping and mopping, making strawberry pies and jam, helping out at the serving counters as needed, and any other baking tasks the lead manager assigns. This job requires your hair tied back, an apron, and a hat at all times. We will provide the apron and hats, but please remember to bring a hair tie.

## **Summer Season (July-Labor Day)**

### **Gift Barn Cashier**

Almost everyone ends up running one of two of our cash registers during the summer. It isn't as busy as strawberry season, so some days we might only have one register open in the gift barn. Our registers run a basic POS system with a touch screen display that you will get hands-on training with on your first day. If you are at this position and you are not checking someone out, other job duties might include sweeping, wiping tables and chairs down, cleaning bathrooms,

organizing and cleaning the front counter spaces, watering flowers, emptying garbage bags, and helping customers carry bags to their cars.

### **Shift Manager**

This position is only available to employees who we specifically assign. Responsibilities of this position include cashiering when needed, making sure breaks are being given, delegating cleaning tasks, stocking produce, sorting produce, answering phone calls, cleaning various areas inside and outside, answering customer questions, and training new employees on the POS system.

### **Bakery Server**

If you are assigned a position at the bakery serving counters, your job for the day will be serving all of our delicious food items to customers. Working the bakery counters also includes helping to clean and stock produce in the new retail building, cleaning bathrooms, mopping and sweeping floors, and wiping off counters. This job requires your hair tied back and a hat at all times. We will provide hats, but please remember to bring a hair tie.

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### **Bakery Lead Manager**

This position is typically reserved for our veteran employees who have experience working in our kitchen serving and prepping food. This job involves getting the donuts made first thing in the morning, baking other items in the ovens, doing dishes, mopping, sweeping, and cleaning up counters. We expect an employee in this position to be able to direct other employees in the kitchen, assign tasks as needed, and be able to fix issues that might come up with equipment. We also expect this employee to be able to determine when it's time to start making more donuts and baking more items in the ovens. This job requires your hair tied back, a hat, and an apron at all times. We will provide the hats and aprons, but please remember to bring a hair tie.

### **Roadside Stand Worker**

This position involves you being solely responsible for your roadside stand set up, sales, and tear down for the day. We run eight stands around southern Wisconsin and northern Illinois during the summer. This job requires a driver's license and willingness to drive a pickup truck (all trucks are automatic transmission, additional training and driving time is provided). You will begin your day by checking in at the farm, getting your stand assignment and driving a pick-up truck (already loaded with summer produce) out to your assigned stand. On your first day, a manager, or another employee, will be working with you in the morning to help you get set up and show you how to sell the produce. You are expected to have a presentable-looking stand (don't have your produce all scattered randomly on the tables). Requirements for this position include being comfortable driving a pickup truck, being able to lift heavy crates of produce (around 50lbs), being able to get in and out of the back of a truck easily, being comfortable running a location by

yourself, knowing how to follow directions while driving, being outside for an extended period of time (all stands do have roofs so you're not constantly in the sun), and being able to run a tablet with a POS system to record your sales. This position does not require prior knowledge of summer produce because we will teach you as you go.

### **Sunflower Bungalow Attendant (Sunflower Season Only)**

During the 2-3-week period in late July/early August when our sunflower field is in bloom, we have the bungalow parked outside the entrance of our field taking payments for admission and handling flower bundling. We need workers to run the registers, bundle flowers for guests to take home and generally direct people where to go. If you've been a cashier in the barn before, expect to be working out here at least once during the season. Opening attendants oversee getting registers, other supplies and gift displays out for the day. Closing attendants oversee supply restocking, putting registers and gift displays away and bringing money back up to the building. This position does require you to be outside for an extended period (these areas do have protection from the sun), be able to walk a long distance if needed (if we ask you to patrol the field) and be able to interact and have fun with the customers.

## **Fall Season (Labor Day-Halloween)**

### **Gift Barn Cashier**

Almost everyone will operate a cash register at some point during the fall. We have numerous locations on the weekends where you might be running one, including in the gift barn, at our pumpkin scales outside, in the bakery concession area, and at our bungalow near the wagon ride entrance. Our registers run a basic POS system with a touch screen display that you will get hands-on training with on your first day. If you are at this position and you are not checking someone out, other job duties might include sweeping and mopping, cleaning bathrooms, organizing and cleaning the front counter spaces, cleaning off tables and chairs outside, restocking shelves, assisting customers with weighing pumpkins, and emptying garbage bags.

### **Shift Manager**

This position is only available to employees who we specifically assign. Responsibilities of this position include cashiering when needed, making sure breaks are being given, delegating cleaning tasks, stocking apples and other produce, watering mums, weighing pumpkins, answering phone calls, cleaning various areas inside and outside, answering customer questions, and training new employees on the POS system.

### **Bakery Server**

If you are assigned a position at the bakery serving counters, your job for the day will be serving all of our delicious food items to customers. Working the bakery counters also includes helping to clean and stock produce in the new retail building, cleaning bathrooms, mopping and sweeping floors, and wiping off counters. This job requires your hair tied back and a hat at all times. We will provide hats, but please remember to bring a hair tie.

### **Bakery Lead Manager**

This position is typically reserved for our veteran employees who have experience working in our kitchen serving and prepping food. This job involves getting the donuts made first thing in

the morning, baking other items in the ovens, doing dishes, mopping, sweeping, and cleaning up counters. We expect an employee in this position to be able to direct other employees in the kitchen, assign tasks as needed, and be able to fix issues that might come up with equipment. We also expect this employee to be able to determine when it's time to start making more donuts and baking more items in the ovens. This job requires your hair tied back, a hat, and an apron at all times. We will provide the hats and aprons, but please remember to bring a hair tie.

### **Concession Area Cashier**

This is a weekend-only position. We have an area attached to the back of our kitchen that will be used as a secondary area to serve baked goods and beverages on busy fall weekends. If you are assigned here, your tasks can include cashiering, serving baked goods, wiping off counters, emptying garbage bags, assisting customers, and using a touch-screen tablet.

### **Wagon Ride Driver**

This is a weekend-only position. We offer a one-of-a-kind wagon ride experience where the customers get to choose their own farm adventure while out on the ride. They listen to a recording of a story, and you get to drive them. They will indicate which direction they want to head based on the story. This position requires a driver's license and is only available to over-the-top fun, outgoing people! Generally, this position is only available to employees 21 and older.

### **Apple Cannon Operator**

This is a weekend-only position. We have four cannons that blast out apples into an open field. Customers can aim at certain targets in the field. This position involves assisting customers in shooting apples and explaining to them how to do it. You help keep all the guests safe while also holding the power to a cannon. You may also work cash registers at the nearby bungalow. If you are closing for the day, this position also helps with collecting garbage around the playground area and any general clean up needed. You will be outside for an extended period. This position may also rotate with Maze Patrol staff.

### **Corn Maze Patrol**

This is a weekend-only position. We have two corn mazes on our property that need to be patrolled on the weekends. We don't see customers as they are in the fields, and we need to make sure people are behaving while in there. Your job is to walk around through the maze and make sure none of the above is happening. We do provide you with a map on your phone if you easily get lost. This position requires a lot of walking and being outside for an extended period.

### **Pumpkin Scale Cashier**

This is a weekend-only position. Under our lean-to pavilion we operate up to three pumpkin scales at a time. Your job is to take pumpkins from the customer in line and weigh it using the scale. This position also requires you to be able to lift up to 50 pounds and be able to bend over and grab pumpkins from a wagon. This station also runs a basic POS on a tablet and can sell other items such as corn maze tickets, wagon ride tickets, and more. Other responsibilities include sweeping, helping customers carry pumpkins to their cars, and answering general questions about our farm.

**Bungalow Cashier**

This is a weekend-only position. Our bungalow is parked out at the wagon ride and apple cannon entrances at the back of our playground. Your job is to sell tickets to any of the activities. You must be able to run a basic POS on a tablet. Other responsibilities include assisting other employees at the apple cannons and corn maze patrol, and answering customer questions.

## Disability Accommodation

Skelly's Farm Market complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions.

Consistent with this commitment, Skelly's Farm Market will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business. If you require an accommodation because of your disability, it is your responsibility to notify Laura. You may be asked to include relevant information such as:

- The reason you need an accommodation.
- A description of the proposed accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, Skelly's Farm Market will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by Skelly's Farm Market in connection with a request for accommodation will be treated as confidential.

Skelly's Farm Market encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, Skelly's Farm Market is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on Skelly's Farm Market.

Where state or local law provides greater protections to employees than federal law, Skelly's Farm Market will apply the law that provides the greatest benefit to the employee.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

Skelly's Farm Market will not discriminate or retaliate against the employee for requesting an accommodation.



# Religious Accommodation

Skelly's Farm Market recognizes the diversity of religious beliefs and is committed to providing equal employment opportunities to all employees, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, Skelly's Farm Market complies with Title VII of the Civil Rights Act of 1964 and all applicable state and local laws that prohibit employment discrimination on the basis of religion. Skelly's Farm Market will reasonably accommodate the sincerely held religious beliefs of the employee if the accommodations would resolve a conflict between the individual's religious belief or practice and a work requirement, unless doing so would create an undue hardship.

## **Requesting a Religious Accommodation**

If you need an accommodation because of your religious beliefs or practices, make the request with Laura. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need the accommodation.
- How the accommodation will help resolve the conflict between your religious beliefs or practices (or lack thereof) and your work requirements.

After receiving your request, Skelly's Farm Market will engage in an interactive dialogue with you to explore potential accommodations that could resolve the conflict between your religious beliefs or practices and work requirements.

Skelly's Farm Market encourages you to suggest specific reasonable accommodations. However, Skelly's Farm Market is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on Skelly's Farm Market.

Skelly's Farm Market will not discriminate or retaliate against the employee who, in good faith, requests a religious accommodation under this policy.

## Accommodations for Pregnant Employees

Skelly's Farm Market will provide reasonable accommodation to pregnant employees' known limitations related to pregnancy, childbirth, or other related medical conditions in accordance with the federal Pregnant Workers Fairness Act (PWFA).

Examples of potential reasonable accommodations include:

- Seating;
- Closer parking;
- Flexible hours;
- Appropriately sized uniforms and safety apparel;
- Additional break time to use the bathroom, eat, and rest;
- Leave or time off to recover from childbirth;
- Limitations on strenuous activities; and
- Limitations on strenuous activities or those that involve exposure to compounds not safe for pregnancy.

If you require an accommodation, notify Laura. If the need for a particular accommodation is not obvious, you may be asked to include relevant information such as:

- The reason you need an accommodation.
- A description of the proposed accommodation.
- How the accommodation will address limitations caused by pregnancy, childbirth, or related medical conditions.

Skelly's Farm Market will not require you to accept any accommodation without engaging in the interactive process to accurately understand your limitations and explore potential accommodations. Skelly's Farm Market is not required to make your specific requested accommodation and is not required to provide any accommodation that would constitute an undue hardship on Skelly's Farm Market.

If leave is provided as a reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by law.

Skelly's Farm Market will comply with state or local laws that provide additional protections beyond the PWFA.

Skelly's Farm Market will not retaliate against the employee who requests or receives an accommodation under this policy.

## **Nursing Mothers Accommodations**

Skelly's Farm Market will provide nursing mothers reasonable break time to express milk for their infant child for up to one year following the child's birth.

If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from coworkers and the public.

Expressed milk can be stored in the refrigerator in the break room. Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator. You may also bring a personal cooler for storage. Make sure it is clearly labeled.

Break time should, if possible, be taken concurrently with any other break time already provided. Clock in and out for any time taken that does not run concurrently with normally scheduled rest periods.

You must make reasonable efforts to not disrupt Skelly's Farm Market operations. You are encouraged to discuss the length and frequency of these breaks with your shift lead and Laura.

Skelly's Farm Market will not discriminate or retaliate against the employee who expresses breast milk in the workplace in accordance with this policy.

# Policies and Procedures

## Attendance

Skelly's Farm Market requires regular and punctual attendance by all employees. You are expected to arrive at the workplace on time and ready to perform your job. Failure to comply with this policy may result in disciplinary action, up to and including termination.

If you are not going to arrive at work or return from a break on time, you must notify Laura or the designated daily staffing manager as soon as possible.

If you must miss work due to an emergency or other unexpected circumstance, notify Laura as soon as possible. Notice should include the expected duration of your absence and your expected time or date of return. You may be required to provide documentation of the need for the absence, as permitted by applicable law.

If you become ill during your scheduled workday and need to leave before the end of your shift, notify your shift lead immediately. If you are unable to perform your job at an acceptable level due to illness, you may be sent home until you are well enough to work.

Absences will be considered excused if you requested the time off in accordance with Skelly's Farm Market policies and received the required approval for the absence. Absences will be considered unexcused if you are absent from work during scheduled work hours without permission and do not receive retroactive approval. This policy applies to all absences, including full- or partial-day absences, late arrivals, and early departures.

Planned absences, such as vacations or medical appointments, should be arranged as far in advance as possible. Requests off need to be in to 7Shifts by Tuesday for the following week's schedule. If it's later than this, your request will not be approved.

If you fail to report to work for two or more consecutive days and have not provided proper notification, Skelly's Farm Market will assume that you have voluntarily resigned your position and will proceed with the termination process.

## Paychecks

Paychecks will be available every two weeks on Fridays and will be in a holder on the wall in the break room. Pay week runs Monday-Sunday. Please let Laura know if there is ever an error on your check. All paychecks must be cashed within 90 days of being issued. If it is not cashed or we need to reissue a check, we will cancel the first check. Our bank fee for doing this will be taken out of your second check.

If you would like to enroll in direct deposit, a form will be given to you electronically to fill out with the appropriate bank information. After registered, all employees will receive an email inviting you to Quickbooks Workforce where you can view paystubs. Direct deposit paystubs will not be printed. It is the employee's responsibility to view the paystub through their account on Quickbooks Workforce.

Skelly's Farm Market is required by law to make certain deductions from your pay each pay period, including deductions for federal income tax, Social Security and Medicare (FICA) taxes, and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form. Permissible deductions for exempt employees may also include, but are not limited to, deductions for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. You may also authorize certain voluntary deductions from your paycheck where permissible under state law. Your deductions will be reflected in your wage statement. If you have any questions about deductions from your pay, contact Laura.

Skelly's Farm Market will not make deductions to your pay that are prohibited by federal, state, or local law. Review your paycheck for errors each pay period and immediately report any discrepancies to Laura.

You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next payday.

Skelly's Farm Market will not retaliate against employees who report erroneous deductions in accordance with this policy.

## **Pay Levels and Employment Classification**

Temporary employees are generally hired on a temporary or project-specific basis, with either full- or part-time hours. Seasonal employees are hired on a temporary basis during a time of year when extra work is available. Temporary/seasonal employees are not eligible for most benefits, but please reach out to Laura if you'd like more information.

All employees fit into a pay level based upon previous job experience, years worked for us, and general expectations of your position. Employees will be evaluated regularly, and it is at the Skelly's Farm Market's discretion to move an employee up or down a level with notice. Employees are encouraged to talk with Laura about their pay level and if a pay level increase is desired.

You will be informed of your classification, status, and responsibilities at the time of hire and at any time your classification, status, or responsibilities change. If you have a question regarding this information, contact Laura. These classifications do not alter your employment at-will status.

## **Holiday Pay**

Skelly's Farm Market offers time and a half pay for those working hourly shifts on the following holidays: Memorial Day, Independence Day, and Labor Day.

## **Overtime Pay**

At certain times, Skelly's Farm Market may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. We try to schedule full time employees under 40 hours each week but if you've requested to pick up shifts, you might be in to overtime.

Unless otherwise required or exempted by law, overtime pay of time and a half of your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek.

## **Schedule**

Schedules are posted on Thursday for the following Monday through Sunday. We will always have a copy of the schedule posted in the break area (and in the shed in the summer) but you will also get your schedule through the 7Shifts app. Laura publishes the schedules, so please see her regarding any issues. See days off notice in next section for more information on requesting a day off. While paper copies may be posted, the official schedule is always the version listed in 7Shifts.

Employee phone numbers are posted in the 7Shifts app in case a fellow employee wants to get ahold of you. If you would prefer that your number not be posted for other employees to have access to, please let us know.

Employees are not to make changes on the schedule or calendar without manager approval. All shift trades need to be made through the 7Shifts app, which will then get approved by Laura.

## **Recording Time (Clocking In)**

Skelly's Farm Market is required by applicable federal, state, and local laws to keep accurate records of hours worked by employees. To ensure that Skelly's Farm Market has complete and accurate time records and that all employees are paid for all hours worked, all employees are required to record all working time using 7Shifts. Speak with Laura regarding specific instructions.

You must accurately record all of your time to ensure you are paid for all hours worked, and must follow established procedures for recording your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your 30-minute break.
- Immediately before resuming work, after your 30-minute break.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

Employees should clock in no more than 10 minutes before the time you are on the schedule for. Employees should be ready to work immediately upon punching in. Any personal needs such as using the bathroom, storing personal items, etc. should be completed before punching in. Likewise, employees not punched in should not be in work areas or performing work tasks.

Notify Laura of any pay discrepancies, and unrecorded or mis recorded work hours. Falsifying time entries is strictly prohibited. Punching in for another employee is strictly prohibited. Falsifying time entries includes working “off the clock.” If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to Laura any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock. If you have missed punching in/out, inform Laura immediately via a message in 7Shifts.

## **Starting and Quitting Time**

This time may vary depending on what you are scheduled doing. Do not count on it being the same from day to day. You are expected to be punched in and ready to work at the time you are scheduled to begin. We would rather you be punched in five minutes early than being late (you will be paid for the time you are working). Our timeclock will block you from punching in more than 10 minutes early. If you are working a station that needs relief, please wait for your relief to arrive. You will be paid until you punch out. If this is ever a problem for you to stay longer than your scheduled shift, please let us know at the beginning of your shift that you will need to leave right on time that day.

Because of the part weather plays in this business, there may be times that we have to call you and cancel your shift or shorten your shift once you are here. We regret doing this and hope this will not happen often. We will contact you through the 7Shifts app if your shift ends up being canceled.

There may also be times when we ask if you are able to stay longer because we are busy. We appreciate if you are able to do this, but you are not obligated to do so.

## **Breaks at the Farm**

Breaks and lunches are handled informally at the farm, meaning you do not have a given a specific time when your break will occur. You are entitled to a break of 15 minutes every 3-5 hour shift, and a 30 minute lunch break if working longer than 6 hours. Your 15-minute break is paid (do not punch out) and your 30-minute lunch break is not paid (punch out). In order to do this, punch in on the 7Shifts app in the break room and select “go for a break.” When you are done, punch in again and it will automatically end your break and you can head back to your area.

If the farm is busy, a manager will come find you when it’s time to take your break. Do not leave your area to take a break before someone is there to take over for you! If we somehow missed your station, use a radio to contact your manager for a break.

## **Breaks at Roadside Stands**

If working at a stand away from the farm you are the only person on duty all day (always clocked in). You can eat your lunch at any time, but you must still be available to customers. While on duty you are allowed to read or listen to music when there are no customers. Please put reading material, phones, etc. away when customers are within the vicinity of your stand.

You can leave the stand to use the restroom at a nearby business after temporarily closing your stand (posting the laminated sign from your clipboard). Always make sure your cashbox and valuables are locked before leaving the stand. It is not acceptable to have a friend or family member come watch the stand for a few minutes while you are gone. They are not trained for the job and should not be hanging out with you. Since you are working the entire day, you are paid for the entire time. A stand rules form will be handed out on your first day with additional policies for employees working at stands. If you do not receive this form, please contact Laura.

## **Parking and Break Area**

Parking for our employees typically changes with every season. During our strawberry and summer seasons, parking will be anywhere on the grass along the ropes. In the fall, parking is in the grass aisles in between our fields. Please do not park on the gravel since that will take close parking away from customers. Ask your shift lead if you are not sure where to park.

Lockers are available for employees in the break area. If you wish to put a padlock on a locker you may do so while you are working, especially if you have phone/money in there. Skelly's Farm Market is not responsible for any lost/stolen personal items. There is a refrigerator and microwave in the break area you are welcome to use. Please clean up after yourself if using the break area for lunches.

We offer reduced prices for employees on everything we sell at a 20% discount. This includes food, gifts, produce and much more. Additionally, employees on payroll as of the first of each month will receive a voucher for homegrown produce and passes to various activities. All employee discounts are only valid when the employee is making the purchase 'off the clock'. Discounts are not extended to family members unless specifically stated. All discounts must be rung up or marked off by another employee. Employees may not ring out their own sales.

We often give away leftover bakery items and damaged produce at the discretion of the Shift or Bakery lead. No other complimentary items are provided without direct approval of a Skelly or lead.

## **Attire**

Your personal appearance reflects on the reputation, integrity, and public image of Skelly's Farm Market. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This may include wearing uniforms or protective safety clothing and equipment, depending upon the job. Use common sense and good judgment in determining what to wear to work.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.



Skelly's Farm Market, in accordance with applicable law, will reasonably accommodate an employee with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on Skelly's Farm Market. Contact Laura to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

Badly frayed pants or jeans with large holes (even if you purchased them with holes) are not acceptable when working with customers. Sandals or flip flops are not permitted as they are a safety hazard. Make sure shorts are an appropriate length for work (extend your arms down at your sides – your shorts should not be shorter than your fingertips). Please refrain from wearing sweatpants or leggings.

You are expected to wear our logo t-shirts at any stand and at the farm unless you are picking sweet corn or doing some other dirty job away from customers. You will be issued two or three shirts (depending on your hours) and you can keep those for your entire employment period. If your shirts are starting to get holes or stains on them, ask a manager to replace them. Remember even summer weather can be unpredictable, so come prepared for weather changes and for working inside or outside, especially during the fall season. All winter gear is acceptable to wear (hats, gloves, coats, boots, etc.) over the top of your shirt. Baseball caps are allowed in warmer weather. Hats, jackets, and pants should not contain anything not appropriate for work or considered potentially divisive.

Examples of good attire include jeans or khaki shorts/pants, tennis shoes, and your Skelly blue t-shirt. Please remember to always wear your name tag in case you have other clothes over the top of your blue t-shirt.

## **Outside Employment**

Outside employment that creates a conflict of interest or that affects the quality or value of your work performance at Skelly's Farm Market is prohibited. Skelly's Farm Market understands that you may seek additional employment during off hours, but in all cases expects that any outside employment will not affect your attendance, job performance, productivity, your ability to effectively perform your duties or in any way create a conflict of interest. Any outside employment that will conflict with your duties and obligations to Skelly's Farm Market should be reported to Laura. Failure to adhere to this policy may result in discipline up to and including termination.

Many employees have outside employment supplementing the hours provided by Skelly's Farm Market. We will attempt to work around other work schedules as much as we can, as long as all employees are adhering to the guidelines listed above.

## **Open Door/Conflict Resolution Process**

Skelly's Farm Market strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have

about the workplace to the attention of your shift lead and, when applicable, to Laura. To help manage conflict resolution we have instituted the following problem-solving procedure:

If you believe there is inappropriate conduct or activity on the part of Skelly's Farm Market, management, its employees, vendors, customers, or any other persons or entities related to Skelly's Farm Market, bring your concerns to the attention of your shift lead at a time and place that will allow the person to properly listen to your concern.

Most problems can be resolved informally through dialogue between you and your shift lead. If you have already brought this matter to the attention of your shift lead and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to Laura. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

### **Co-ops/Internships**

We are happy to try to accommodate high school co-op programs and internships; however, we need to be aware of your participation. Please see Scott or Laura to discuss your program and how our job will fit with your program's requirements. While we typically cannot offer work beyond our normal positions, we will strive to help make the work you do already do in your job be as meaningful as possible for your program. Please note that we will not sign off on any hours worked before we have been made aware of your participation.

### **Workplace Privacy and Right to Inspect**

Skelly's Farm Market property, including but not limited to lockers, tablets, desks, workplace areas, vehicles, or machinery, remains under the control of Skelly's Farm Market and is subject to inspection at any time, without notice to any employee and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on Skelly's Farm Market premises including that kept in lockers and desks.

### **Bereavement Leave**

Skelly's Farm Market recognizes the importance of taking leave when there is a death in the family. Where bereavement leave is not required by law, Skelly's Farm Market will provide bereavement leave as follows:

All employees are eligible for three days of unpaid bereavement leave for the death of an immediate family member. You may use unused days off (see procedures for requesting off for more info) if additional time is needed.

For purposes of this policy, immediate family member includes the following and applies both to the family of the employee and the employee's spouse: child (including foster child and stepchild), spouse, sister, brother, parents (including foster parents and stepparents), and grandparents.

You must provide notice of your need for bereavement leave as far in advance as possible.

## **Military Leave**

Skelly's Farm Market complies with applicable federal and state law regarding military leave and re-employment rights. A military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, with amendments) and all applicable state law. You must submit documentation of the need for leave to Laura. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify Laura of your intent to return to employment based on the requirements of the law.

# **Standards of Conduct**

## **General Safety**

It is the responsibility of all Skelly's Farm Market employees to maintain a healthy and safe work environment, report any health or safety hazards, and follow the Skelly's Farm Market health and safety rules. Failure to do so may result in disciplinary action, up to and including termination of employment. Skelly's Farm Market also requires that all occupational illnesses or injuries be reported to Laura as soon as reasonably possible and that an occupational illness or injury form be completed on each reported incident.

## **General Standards of Conduct Overview**

Skelly's Farm Market wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees and customers. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge an employee for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol during working hours on Skelly's Farm Market property (including in Skelly's Farm Market vehicles).
- Inaccurate reporting of the hours worked by you or any other employee.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of Skelly's Farm Market, or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra-company communications, or expense records.

- Taking or destroying Skelly's Farm Market property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment of fellow employees, vendors, or customers.
- Sexual harassment of fellow employees, vendors, or customers.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking in non-designated areas.
- Solicitation of fellow employees on Skelly's Farm Market premises during working hours.
- Failure to dress according to Skelly's Farm Market policy.
- Use of obscene or harassing language in the workplace.
- Engaging in outside employment that interferes with your ability to perform your job at Skelly's Farm Market
- Gambling on Skelly's Farm Market premises.

Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status.

### **Non-Solicitation/Non-Distribution Policy**

Skelly's Farm Market prioritizes a harmonious work environment that minimizes disruption to business operations and respects the focus of employees, visitors, and others. Our non-solicitation/non-distribution policy aims to ensure a balanced approach to interactions within the workplace.

For the purposes of this policy, solicitation includes various activities such as selling items or services, seeking contributions, or seeking support for an organization. Solicitation, whether conducted verbally, in writing, or electronically, falls under this policy's scope.

During your assigned working hours, soliciting other employees is prohibited. Working hours refers to periods when either you or the employee you intend to solicit are expected to be actively engaged in work-related activities. You are permitted to engage in solicitation during authorized nonworking times, such as breaks, provided that the recipients of the solicitation are also on nonworking time.

To ensure cleanliness, organization, and safety, the distribution of nonwork-related literature or items within working areas is prohibited at all times. Working areas do not include the break room. Electronic distribution of materials during work hours is also not allowed. Any literature that violates Skelly's Farm Market's equal employment opportunity (EEO) and non-harassment policies, or knowingly spreads false information, is strictly prohibited.

This policy is not meant to curtail the statutory rights of employees, including their right to discuss terms and conditions of employment. Open communication remains a vital part of our workplace culture.

If you become aware of violations of this policy, report them to Laura. We appreciate your cooperation in maintaining a respectful and focused work environment.

## **Drug and Alcohol Use**

Skelly's Farm Market is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of Skelly's Farm Market to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others, and will not be tolerated.

Skelly's Farm Market expressly prohibits employees from engaging in the following activities when they are on duty or conducting official business or on Skelly's Farm Market premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.
- The use of chewing tobacco
- Vaping

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law and in the state of Wisconsin. Skelly's Farm Market does not discriminate against an employee solely on the basis of their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work. If you have a valid prescription for medical marijuana, please speak with Laura.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform Laura if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

Violation of this policy may result in disciplinary action, up to and including termination of employment.

## **Workplace Tobacco Usage**

Skelly's Farm Market is concerned about the detrimental effects of smoking and secondhand smoke inhalation. Smoking and vaping are not allowed anywhere on our property, in our vehicles, or at our roadside stands.

If you must smoke, smoking is allowed only inside your own vehicle. You must dispose of the cigarette butt properly, and you must use your one 15-minute break to do so. If you desire to smoke while working off-site at a roadside stand, speak with Laura to discuss options for possible accommodation. No extra breaks will be given for smoking.

Skelly's Farm Market will not discriminate against employees based on their off-premises, off-duty tobacco usage.

## **Gum**

Chewing gum is not allowed while you are punched in.

## **Language**

Foul or unbecoming language is not accepted in any area of our business. When talking with fellow employees, keep in mind that there could always be a customer nearby.

## **Criminal Activity/Arrests**

Skelly's Farm Market will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by Skelly's Farm Market, whether on or off our property, may result in disciplinary action including suspension or termination of employment. You are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

## **Workplace Violence**

As the safety and security of our employees and the general public is in the best interests of Skelly's Farm Market, we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior.

Skelly's Farm Market has a zero tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as customers.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.

- Possessing, brandishing, or using a firearm on Skelly's Farm Market property.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Report to your shift lead or Laura, in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination. If you believe you have been wrongfully retaliated against, immediately report this to Laura.

## **Cell Phones**

While Skelly's Farm Market permits employees to bring personal cell phones in to the workplace, you must not allow the use of such devices to interfere with your job duties or impact workplace safety and health.

Use of personal cell phones at work can be distracting and disruptive and cause a loss of productivity. Thus, you should primarily use such personal devices during nonworking time, such as breaks and meal periods. During this time, use devices in a manner that is courteous to those around you. Outside of nonworking time, use of such devices should be minimal. If you can see a customer, you should not be using your phone unless it's an emergency.

You are expected to comply with Skelly's Farm Market policies regarding the protection of confidential and proprietary information when using personal devices.

While operating a vehicle on work time, Skelly's Farm Market requires that the driver's personal cell phone is not used. If you need to make or receive a phone call while driving, pull off the road to a safe location unless you have the correct hands-free equipment for the device that is in compliance with applicable state laws.

You may not connect your personal device to Skelly's Farm Market internet unless prior approval is given.

Using ear buds at any point during your shift is not allowed. You need to be at full attention when on shift and not distracted by your phone. Exceptions for non-retail workers must be approved by Laura or Joe, and those exceptions may be revoked at any time.

If you are working alone at a roadside stand, bringing your phone with you is required. This is the only way we have to contact you, so make sure your phone has enough battery life to last the day. We recommend bringing a battery pack with you so your phone doesn't lose its charge. The same rule as above applies to roadside stands: do not use your phone when customers are present. Battery packs provided by Skelly's Farm Market are to only be used for business devices.

Violation of this policy may result in disciplinary action, up to and including termination of employment.

## **Social Media**

Skelly's Farm Market acknowledges that social media has become an integral part of modern life that provides us with unique opportunities to communicate and share information with others.

However, we also want to educate employees that their social media use can:

- Pose risks to Skelly's Farm Market confidential and proprietary information, reputation, and brand;
- Expose Skelly's Farm Market to discrimination, harassment, and other claims; and
- Jeopardize Skelly's Farm Market compliance with business rules and laws.

To minimize legal risks, avoid loss of productivity and distraction, all employees must abide by the following policy regarding social media use.

For purposes of this policy, social media refers to any means of posting content on the internet, including personal websites, social networking sites, blogs, chat rooms, and other online platforms, whether affiliated with Skelly's Farm Market or not.

While Skelly's Farm Market respects your right to personal expression, you should assume that anything you do on social media—whether on a business or personal account—could be viewed by a colleague, supervisor, partner, supplier, competitor, investor, customer, or potential customer. As such, any social media activity, even from your personal account, reflects on Skelly's Farm Market as well as on yourself. It is important to remember that anyone can see what you post (or what you posted five years ago).

When posting:

- Protect trade secrets, intellectual property, and confidential information related to Skelly's Farm Market
- Do not make statements that are maliciously false or defamatory or would constitute unlawful harassment or discrimination.
- Do not make express or implied threats of violence.
- Avoid linking personal accounts to Skelly's Farm Market as an official source.
- Respect copyright, trademark, and third-party rights.
- If you identify yourself as an employee of Skelly's Farm Market on your personal account and are posting about Skelly's Farm Market, make it clear that your views are



your own and that you are not speaking on behalf of Skelly's Farm Market.

If you are not authorized to speak on behalf of Skelly's Farm Market, do not speak to the media on behalf of Skelly's Farm Market. Direct all media inquiries to Laura.

Retaliation against those reporting policy violations or cooperating in investigations is prohibited. Retaliatory actions may lead to disciplinary measures.

Violations of this policy may result in discipline, up to and including termination.

## **Photographs and Marketing Material**

Skelly's Farm Market utilizes pictures, videos, and stories for a variety of publications. Unless an employee requests that their photo, video, or story not be used in marketing material or social media, Skelly's Farm Market may use the photos or stories. Employees may not be informed prior to photos, videos, or stories being used.

## **Use of Employer Vehicles**

Company vehicles are to be used for Skelly's Farm Market business only. Unless the use of the vehicle has been approved for personal use, personal or outside business use is strictly prohibited. Personal stops are not permitted.

If you drive a Skelly's Farm Market vehicle, all infractions or violations while driving the vehicle and all restrictions, suspensions, or revocations against your driver's license must be immediately reported to Laura. If driving is part of your duties and your driver's license is revoked, or for any reason you should not be operating a motor vehicle, you must inform Laura. No one is allowed to operate a motor vehicle, off-road vehicle, or farm equipment without completing training with a manager.

When a Skelly's Farm Market vehicle cannot be operated, is unsafe for use, or has been damaged, notify the on-call stand manager immediately.

As the driver of a Skelly's Farm Market vehicle, you are responsible for the vehicle while in your charge and must not permit unauthorized persons to drive it or ride in it. You are also responsible for the daily housekeeping of the vehicle; it is to remain clean and uncluttered.

You may not operate a motor vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment. You may not operate a motor vehicle while texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

Multiple moving violations that appear on the annual state department of motor vehicle check will result in suspension of rights to drive a Skelly's Farm Market vehicle. Suspension of rights will continue until one year has passed with no infractions. If there are persistent and ongoing problems with driving infractions, and driving a vehicle is a part of successful execution of job responsibilities, you may be terminated.

# General Safety on the Job

*\*A Skelly should be notified immediately when incidents/accidents happen.*

## Customers

First aid kits are available at the gift barn registers and in each off-farm stand crate for basic needs. A Skelly should always be notified for any incident requiring more than handing out a band-aid. All incidents will need to be documented on an accident incident form by a Skelly, or if a Skelly is unavailable, a shift lead.

## Employees

Safety involves us training you properly and you making wise choices. All employees are required to be able to lift at least 50 lbs. as a work requirement. Common sense is many times the best guide to safety.

Driving vehicles to and from the strawberry fields will be done by most berry season and sunflower season employees and any employee who works at a stand will be driving our trucks on our property as well as on the road. You will be instructed how to operate the Gator and/or Kubotas. Everything should be driven at cautious speeds through the parking lots and fields. Trucks should go no more than 10 miles per hour through the parking lots. Careless operation of any vehicle will result in disciplinary action.

Whether working at the farm or at a stand be aware of customers and be tuned into any unusual behavior. If you are at a stand or even at the farm working alone and you feel uncomfortable or threatened by a customer's behavior, get to a phone and put distance between you and the customer, even if that means leaving your stand and cash box or register unattended. Your safety comes first.

## Employees Working at Off-Farm Stands

If you have a creepy or bothersome person hanging around the stand and making you feel uncomfortable, call us. Tell us that you are "out of carrots at your stand" and we will know that someone is bothering you. We will either come out immediately or contact the police or a nearby business owner to check on you. If there is an immediate danger, walk away towards other people and call 911 immediately. Then call us as soon as possible and it's safe.

# Procedures for Requesting Days Off and Trading Shifts

## Strawberry Season through Labor Day

Typically, we have two different sets of employees (our summer and fall employees). If you are hired for strawberry season and continuing until school starts (or beyond), this section is for you.

*\*The information in this section is subject to change at any time as we deem necessary*

### Total Requests

Every employee will be able to request off eight days starting on our first day we open (day could vary). By doing this, you will be guaranteed off those days. If you are still in school when we open, see section about school availability. If you are not available to start or are hired later in the summer, the following number of days will apply to you:

- Start date by June 15<sup>th</sup>: 8 days
- June 24<sup>th</sup>: 7 days
- July 1<sup>st</sup>: 6 days
- July 8<sup>th</sup>: 5 days
- July 15<sup>th</sup>: 4 days
- July 22<sup>nd</sup>: 3 days
- July 29<sup>th</sup> or later: 2 days

### Daily Allowed Requests

Since we only hire so many people and we need to have a certain number of people working every day, we have set a limit as to how many people can request off a certain day. There are four spots available per day for requests off. These spots are on a first come, first serve basis. If you know you will be gone for a vacation in August, let us know as soon as you get hired! Your request off might be denied if we have too many other requests.

### Request Deadline

While we prefer that you have all your requests off in to us at the beginning of the season, we know that's not a realistic goal. Things come up and we understand. All requests off must be made by noon on Tuesday for the following week. Requests after Tuesday will not be accepted and you will be responsible for finding a replacement if you are scheduled to work. All requests need to be filled out in 7Shifts and will be approved/denied by Laura shortly after.

## **Last Day Notice**

Many employees head back to college or high school by late August/early September. You need to have this last day into us by your first day. All schools will post their first day of classes many months in advance, so there is no excuse for not knowing when classes start. If you have a last day before August 15<sup>th</sup> you will lose two days of requests off and before August 22<sup>nd</sup> you will lose one day since you are available for a shorter season.

## **Repeating Day Off**

If you need a certain day of the week off every week of the season (for class, another job, etc.), you may get that off at the cost of one request off day. This day must be in to us by your first day. Saturdays and Sundays are not allowed to be used as a regular day off unless under specific circumstances approved by Laura.

## **Requesting Partial Days Off**

If you are unable to work a certain morning or afternoon, this will not count as one of your requested days off (i.e., if you have a doctor's appointment or band practice). You **MUST** be willing to work the rest of the day outside of your requested hours off in order for a full request off day not to be used. For example, if you have practice at 4pm, you must be willing to work until that time.

## **Exceptions: School Conflicts**

Days requested off for regular school days or one day of registration will not count as a used requested day off (i.e., if our season starts before you are out of school it will not count against you). If you are taking a test (ACT, SAT, GRE, etc.) during the season that day will not count as a requested day off. Other school activities such as band, clubs or sports practices need to be used as a requested day off. If you are in summer school, you need to talk to Laura before starting.

## **Exceptions: Excused Absences**

Doctor's notes stating you are not able to work will be counted as an excused absence. Doctor's notes for flexible appointments that would not result in a condition preventing work are not considered excused (i.e., regular dentist appointments for a cleaning, etc.). These should be requested off ahead of time. Since this is still considered time off, you must use a requested day off for this time. If you anticipate missing more than one day you need to talk to Laura.

## **Trading Shifts**

You can trade shifts as many times as you want during the season. You are responsible for getting in contact with a fellow employee for trades. This employee **MUST** be trained in your position. All trades must be made within 7Shifts and will either get approved or denied. If you put your shift on the trade board and no one takes it, **YOU ARE STILL RESPONSIBLE FOR THAT SHIFT.**

## Calling In

If you call in for a shift without finding a replacement, you will get one strike (see “Strike System” section for a further explanation). You must call in at least two hours before your shift starts so we can find a replacement for the day. The Skelly’s phone numbers are listed in the “Meet the Family” section in the handbook. You can call one of them directly. TEXT MESSAGING IS NOT AN ACCEPTABLE FORM OF CALLING IN FOR A SHIFT. Repeated call-ins are grounds for further strikes and termination.

## Strike System

We have implemented a three-strike system for each employee. Management has full control over when to give out a strike or take away a strike. Examples of actions that warrant a strike can include (but are not limited to): calling in for your shift without finding a replacement, showing up late to work, repeatedly forgetting to take items with you to your roadside stand, and having a friend step in to sell produce for you at your stand. Management can also reward an employee by taking away a strike. Examples of this can include (but are not limited to): picking up a shift the same day and repeatedly filling in for extra shifts we need covered. Each employee is allowed one free late day up to 5 minutes without earning a strike. If an employee reaches three strikes, the employee may be terminated. If you would like an update as to how many strikes you currently have, please reach out to Laura.

## End of Season Bonuses

We like to reward good, hard-working employees. Based upon how many strikes you have received and if you have worked at least 100 hours, you are eligible for the following bonus:

- No strikes: \$50
- 1 strike: no bonus
- 2 strikes: no bonus

# Labor Day through Halloween

Our system for requesting off is completely different during our fall season since most fall staff only work a couple weeks before our season ends. If you are either just starting in the fall or continuing from the summer, this section is for you.

## Total Requests

We do not have a given number of days you are allowed to request off in the fall. Some employees only work 7-10 days the whole season. This does not mean you can take advantage of this and request off one day every weekend in October. You were hired based on your open availability in a short amount of time. Too many requests off are grounds for hour deductions and/or termination.

## Request Deadline

While we prefer that you have all your requests off in to us at the beginning of the season, we know that’s not a realistic goal. Things come up and we understand. All requests off must be made by noon on Tuesday for the following week. Requests after Tuesday will not be accepted

and you will be responsible for finding a replacement if you are scheduled to work. Weekend-only workers: this means you need to get your request off in almost 10 days prior to the requested day. All requests should be made using the 7Shifts app.

## **Repeating Day Off**

If you need a certain day of the week off every week of the season (for class, another job, etc.), you need to let us know at the time you are hired. The fall season is short and you were hired to work certain days of the week. Let Laura know ASAP if something comes up after you are hired.

## **Requesting Partial Days Off**

If you are unable to work a certain morning or afternoon, this will not count as one of your requested days off (i.e., if you have a doctor's appointment or band practice). You **MUST** be willing to work the rest of the day outside of your requested hours off. For example, if you have practice at 4pm, you must be willing to work until that time.

## **Exceptions: School Conflicts**

Days requested off for regular school days or one day of registration will not count against you. If you are taking a test (ACT, SAT, GRE, etc.) during the season that day will not count against you. Other school activities such as band, clubs or sports practices need to be discussed upon hiring. If something changes during the season, you need to contact Laura directly.

## **Exceptions: Excused Absences**

Doctor's notes stating you are not able to work will be counted as an excused absence. Doctor's notes for flexible appointments that would not result in a condition preventing work are not considered excused (i.e., regular dentist appointments for a cleaning, etc.). These should be requested off ahead of time. If you anticipate missing more than one day you need to talk to a manager ASAP.

## **Trading Shifts**

You can trade shifts as many times as you want during the season. You are responsible for getting in contact with a fellow employee for trades. This employee **MUST** be trained in your position. All trades must be made using the 7Shifts app. If you put your shift on the trade board and no one takes it, **YOU ARE STILL RESPONSIBLE FOR THAT SHIFT.**

## **Calling In**

If you call in for a shift without finding a replacement, you will get one strike (see "Strike System" section for a further explanation). You must call in at least two hours before your shift starts so we can find a replacement for the day. The Skelly's phone numbers are listed in the "Meet the Family" section in the handbook. You can call one of them directly. **TEXT MESSAGING IS NOT AN ACCEPTABLE FORM OF CALLING IN FOR A SHIFT.** Repeated call-ins are grounds for further strikes and termination.

## **Strike System**

We have implemented a three-strike system for each employee. Management has full control over when to give out a strike or take away a strike. Examples of actions that warrant a strike can include (but are not limited to): calling in for your shift without finding a replacement, requesting too many days off (this is a VERY short season, we expect you to be as available as possible!), breaking rules on the job, and showing up late to work. Management can also reward an employee by taking away a strike. Examples of this can include (but are not limited to): picking up a shift the same day and repeatedly filling in for extra shifts we need covered. Each employee is guaranteed one free late day up to 5 minutes without earning a strike. If an employee reaches three strikes, the employee is immediately terminated. Management will contact you if you are given a strike or get a strike taken away. If you are continuing from our summer season, strikes clear after Labor Day. Based upon your status as of Halloween, you might be eligible for a bonus (see “End of Season Bonuses” section).

## **End of Season Bonuses**

We like to reward good, hard-working employees. If you are continuing from our summer season, strikes clear after Labor Day. Based upon how many strikes you have received and if you have worked at least 50 hours from Labor Day to Halloween, you are eligible for the following bonus:

- No strikes: \$25
- 1 strike: no bonus
- 2 strikes: no bonus

# Skelly's Farm Market, LLC 2024 Employee Acknowledgement of Receipt and Review Agreement

By signing below, I acknowledge that I have received a copy of the Skelly's Farm Market Employee Handbook and that I have read it, understand it, and agree to comply with it. I understand that Skelly's Farm Market has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the owner of Skelly's Farm Market.

I also understand that any delay or failure by Skelly's Farm Market to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of Skelly's Farm Market or affect the right of Skelly's Farm Market to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Skelly's Farm Market representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Skelly's Farm Market.

If I have any questions about the content or interpretation of this handbook, I will contact Laura.

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

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_