

2016 Agricultural Peak Employment Wage and Practice Employer Survey

Welcome

Thank you for your interest in the 2016 Agricultural Peak Employment Wage and Practice Employer Survey from the Washington State Employment Security Department. This webinar was developed to guide agricultural employers through the process of filling out this year's survey. Please allow us to provide step-by-step instructions to help you complete the survey. But, before we move on to the nitty gritty of the survey, we would like to share a little bit of background on why this survey is important, and why you should participate.

Purpose

First things first, we (the Washington State Employment Security Department) are required by the U.S. Department of Labor to administer this survey on an annual basis. The Department of Labor guides what questions are to be included in the survey.

Your responses are important because the Department of Labor uses the results that employers provide to set prevailing wages, as well as prevailing employment practices, for agricultural worksites in Washington. So, we need your input!

We at ESD need a mechanism to determine what agricultural employment actually looks like at "the ground level" so we can provide the Department of Labor with the information necessary to make their determination. We strongly encourage you to participate in the 2016 Agricultural Peak Employment Wage and Practice Employer Survey to help us provide the most accurate information to the Department of Labor as possible.

Background

ESD contracted the University of Washington's (UW) Social Research Division to administer the survey. While ESD will analyze the results of the survey, the actual collection of information will be done by the UW. As always, any information you provide to ESD, or to survey administrators, is confidential with the exception of specific circumstances under RCW 50.13.060.

Modes of administration

We used probability sampling to select a representative sample of roughly 3,000 employers to participate in the survey.

In September 2016, the University of Washington will begin administering the survey. If you are selected, the UW will reach out to provide their contact information and you will receive an invitation to visit a website for the 2016 Agricultural Peak Employment Wage and Practice Employer Survey. We encourage you to navigate to the web page and begin filling out the survey. If you do not want to fill out the survey online, we can mail you a paper copy complete with a postage-paid return envelope. The UW is also happy to administer the survey via phone.

Survey: Cover page (page 1)

Let's switch gears! We'll focus on the survey for the remainder of the webinar. We'll walk you through the entire process to show you how to properly complete the survey.

In this webinar, we are going to demonstrate how to complete the mail-in (or the paper) version of the survey. We know many of you will choose to complete the online or the phone versions of the survey but the questions remain the same so this webinar will be helpful no matter which version of the survey you choose.

Page 1 of the survey gives you a bit of the background information discussed earlier in this webinar. Up top, there is a brief description of why we do the survey as well as a list of options for responding to the survey.

In addition, there is a space for you to fill out your contact information... so I'm going to go ahead and do that now.

My farm (a farm that is merely a figment of my imagination) is called Mirror Pond Farms, my title is farm manager, and my phone is 506-206-4253 (not a real number... so don't try calling), and the address of my farm is 123 Farm Street W. Enumclaw WA, 98022

OK – so that's really about it for page 1 – it's really more of a title page than it is anything else – however, don't forget to fill out your contact information. Let's go ahead and move on to page 2.

Survey: Definitions (page 2)

Page 2 is where you will find the definitions of terms used in the survey. While it's easy to gloss over a page full of definitions it is very important that we all understand the same language.

Employee status

So let's start at the top... A *seasonal or migrant worker* is “any worker who lives in the U.S. and is temporarily hired to help with growing or harvesting a commodity. This does not include foreign H-2A workers, but does include U.S. workers who are working in corresponding employment in the H-2A program.”

**2016 Agricultural Peak Employment
Wage and Practice Employer Survey**

About the survey

Please direct this survey to your Personnel Manager or Human Resources Department. Your response to this survey will help the U.S. Department of Labor establish wage rates and employment standards required in agricultural employment contracts, including contracts for foreign workers hired through the H-2A guest worker program. Your participation is voluntary. All information collected in this survey is confidential and will not be provided to any other entity with the exception of specific circumstances under RCW 50.13.060; it is used for research purposes only.

Options for responding to the survey

- 1) Reply online at
- 2) Return this survey in the enclosed postage-paid envelope to the address at the end of the survey.
- 3) Contact us at
- 4) Email us at

In order for us to use your information, please respond by October 20, 2016. Your prompt response is appreciated.

Please report for the address listed below

Contact person:

Name: Mirror Pond Farms

Title: Farm manager

Telephone: (506)206-4253 (not a real number)

Address: 123 Farm Street West
Enumclaw, WA 98022

Survey sponsored by:

 **Employment Security Department**
WASHINGTON STATE

Survey conducted by:

 **UNIVERSITY of
WASHINGTON**

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In contrast, a *temporary foreign worker* is “any worker from a country other than the U.S. who is temporarily hired through the H-2A program to help with growing or harvesting a commodity.”

So, let’s spend some time fleecing out the distinction between these two terms, because on the surface, they may have the potential to generate some confusion. A *seasonal or migrant worker* is NOT brought in from a foreign country through the H-2A program, whereas a *temporary foreign worker* IS brought in from a foreign country through the H-2A program.

Example: Let’s go back to my fictional farm, Mirror Pond Farms. Let’s say I have been having a hard time attracting enough people to help with harvesting activities over the past couple of years and I recently filed a job order with the Department of Labor to participate in the H-2A program. My job order stipulates that I would like to bring in 40 workers from Mexico to help with harvesting cherries. These 40 workers, for the purposes of our survey, are considered *temporary foreign workers*.

However, these aren’t the only workers I anticipate on hiring for the cherry harvest season. I also know of a group of workers who live in my local area. I’ve had good experiences with these workers in the past and, if they are available, would like to hire them again this season. However, because I am now (if everything goes as planned) a participant in the H-2A program, the Department of Labor would now designate these workers as “corresponding” workers in the H-2A program. Nevertheless, because they are domestic workers, for the purposes of the survey they are considered *seasonal or migrant workers*.

But it’s not just workers who live in my local area year-round who count as seasonal or migrant workers. Let’s say that in addition to filing an H-2A job order, I also fill out an order with the inter-state clearance system to bring in 25 workers from Oregon to help with the cherry harvest. These workers would also be classified as *seasonal or migrant workers*.

Basically, if an agricultural worker is 1) not a year-round employee of your establishment, and 2) was not brought into the United States from another country via the H-2A program, then they are a *seasonal or migrant worker*.

If you have year-round employees at your establishment, they are neither *seasonal or migrant workers*, nor *temporary foreign workers*. This survey is primarily interested in information about seasonal or migrant workers.

Employee occupation

Laborer – the laborer is, for many of you, going to be the most common agricultural occupation. A laborer is: “a seasonal or migrant worker engaged in activities associated with crop production, including the following: tillage or field/bed preparation; seeding; irrigation; transplanting plants or seedlings; hoeing or hand weeding; pest management;

training or thinning; harvesting; post-harvest processing and packaging or corn de-tasseling.” Basically, all the work most people would probably consider to be “manual farm labor” falls in the laborer category.

Supervisor – a supervisor is “a seasonal or migrant worker who directly supervises or coordinates the activities of laborers and/or equipment operators.” So any checkers, or foremen, you may have would fall within this category. It is important to note, however, that any year-round managers who work at your establishment are not to be included for the purposes of this survey. We are really only interested in the seasonal and migrant workforce for this particular survey.

Equipment operator – an equipment operator is “a seasonal or migrant worker who operates machinery at the site of production, including the following: trucks or haulers; forklifts and skid loaders; sorting machines; crop washers and clod hoppers. Basically, an equipment operator is defined as any non-supervisory worker whose primary duty involves the operation of heavy equipment.

Employment practices

The next set of definitions on page two concerns employment practices. The first definition revolves around the idea of family housing.

Family housing – family housing is defined as “lodging provided to *non-working* family members of seasonal or migrant workers.” So, family housing is distinct from housing that is provided to workers as it provides accommodations for non-working family members of seasonal and migrant workers.

We are asking about both the availability of family housing and whether it is free. Free family housing means that “there is no charge for rent, security deposit or other similar incidentals related to housing, or if the employer secures public housing, the employer pays any charges normally required for the use of public housing. Basically, free family housing means – well – free. Workers, and their families, are allowed to live in such housing free of any charge.

Family housing can also be, for a lack of a better term “non-free.” Non-free family housing is housing that is made available to non-working family members of seasonal and migrant workers where a financial cost is imposed on the worker and his or her family as a condition of residence. Note that *any* imposition of cost on the worker and his or her family – even if such payment is only token in nature – renders the housing unit in question as “non-free” for the purposes of this survey.

Finally, and apologies for perhaps putting too fine a point on it, note that housing that is just provided to seasonal and migrant workers (and not their families) is not considered to be family housing.

A productivity standard is defined as “a minimum amount of work a seasonal or migrant worker must produce as a condition of job retention, where failure to meet the minimum standard results in training, progressive discipline and possible termination, or, not inviting employees back who were hired as day laborers. An example of a productivity standard is picking a minimum quantity of fruits or vegetables in a given day.”

To unpack that a bit, a productivity standard is a requirement that workers meet some established threshold of minimum productivity as a condition of continued employment. For example, at Mirror Pond Farms, I might want to set a productivity standard for the cherry harvesters in my employ. Perhaps I might set standards of 14, 30-lb lugs per day for red cherries, and 12, 20-lb lugs per day for yellow cherries. With this productivity standard in place, any worker who fails to meet the minimum standards on a regular basis may be subject to sanction up to, and including, termination.

Bonus rates are “payments given to workers as an extra incentive to complete an activity or meet a performance standard.” It is important to note that Department of Labor regulations require us to treat different base-pay, bonus combinations as different pay

Definitions	
<u>Employee Status</u>	
<u>Seasonal or migrant worker</u>	Any worker who lives in the U.S. and is temporarily hired to help with growing or harvesting a commodity. This does not include foreign H-2A workers, but does include U.S. workers who are working in corresponding employment in the H-2A program.
<u>Temporary foreign worker</u>	Any worker from a country other than the U.S. who is temporarily hired through the H-2A program to help with growing or harvesting a commodity.
<u>Employee Occupation</u>	
<u>Laborer</u>	A seasonal or migrant worker engaged in activities associated with crop production, including the following: tillage or field/bed preparation; seeding; irrigation; transplanting plants or seedlings; hoeing or hand weeding; pest management; training or thinning; harvesting, post-harvest processing and packaging; corn detasseling.
<u>Supervisor</u>	A seasonal or migrant worker who directly supervises or coordinates the activities of laborers and/or equipment operators.
<u>Equipment operator</u>	A seasonal or migrant worker who operates machinery at the site of production, including the following: trucks or haulers; fork lifts and skid loaders; sorting machines; crop washers; chod hoppers.
<u>Employment Practices</u>	
<u>Family housing</u>	Lodging provided to non-working family members of seasonal or migrant workers. Free lodging means there is no charge for rent, security deposit or other similar incidentals related to housing, or if the employer secures public housing, the employer pays any charges normally required for use of public housing.
<u>Productivity standard</u>	A minimum amount of work a seasonal or migrant worker must produce as a condition of job retention, where failure to meet the minimum standard results in training, progressive discipline and possible termination, or, not inviting employees back who were hired as day laborers. An example is picking a minimum quantity of fruits or vegetables in a given day.
<u>Bonus rates</u>	Payments given to workers as an extra incentive to complete an activity or meet a performance standard. For example, some workers may receive an additional bonus of 50 cents per bin during harvest, in addition to the regular piece rate of \$20.00 per bin. Others might receive a bonus of 25 cents per bin, but receive the same piece rate of \$20.00 per bin. In this example, the \$20 per bin, plus 50 cents bonus would be a different pay rate than the \$20.00 per bin, plus 25 cents bonus.

rates. This means that if I pay all of my red cherry harvesters a base piece rate of \$5.50 per 30 lb. lug, but I pay my more experienced workers a higher per-unit bonus rate, then for the purposes of this survey, these are two separate pay rates.

For example, my less experienced workers will make a base rate of \$5.50 per 30 lb. lug plus a \$0.25 per 30 lb. lug bonus.

My more experienced workers will make a base rate of \$5.50 per 30 lb. lug plus a \$0.50 per 30 lb. lug bonus.

Section 1: Farm Information and Employment (page 3)

All right, now that we have the definitions behind us we can move on to the actual survey part of the 2016 Agricultural Peak Employment Wage and Practice Employer Survey.

Page 3 has six questions. I'm going to go through each of the questions and answer for my fictional farm as an example of how to complete this questionnaire.

Worksite acreage

The first question is pretty straightforward. Q01 reads: *“How large is this worksite in total acres?”*

Well – I'm going to answer for Mirror Pond Farms. And we'll say Mirror Pond Farms is a farm of 350 acres. So, let's just put 350 in the blank next to Q01.

Q01. How large is this worksite in total acres? <u>350</u> Acres
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Worksite crops

Moving on to Q02, *“Please list all crops you grow at this farm.”*

So, we already know Mirror Pond Farms grows cherries, but what I haven't told you yet is that Mirror Pond is actually a pretty diversified farm. In addition to growing cherries, we also grow apples, blueberries, and pears.

At this point, we are interested in crops regardless of variety; however, later on in the survey, it's important to fill out by crop-variety. For example, red cherries and rainier cherries are different crop varieties. However, for Q02, because we grow apples, cherries, blueberries and pears at Mirror Pond Farms, I enter these crops.

Q02. Please list all crops you grow at this farm.
<u>apples</u>
<u>cherries</u>
<u>blueberries</u>
<u>pears</u>

H-2A program status

Ok – so once we have that completed we can move on to question 3. Question 3 is a yes/no question. It reads: *“Do you use the H-2A program to hire temporary foreign workers?”*

Recall from our definitions on page 2 that a temporary foreign worker is a worker who is brought in from a country other than the United States through the H-2A program. If you use foreign workers brought into the United States via the H-2A program, check yes. If not, check no.

<p>Q03. Do you use the H-2A program to hire temporary foreign workers?</p> <p><i>A temporary foreign worker is any worker from a country other than the U.S. who is temporarily hired through the H-2A program to help with growing or harvesting a commodity.</i></p> <p><input checked="" type="checkbox"/> Yes, go to question 4. <input type="checkbox"/> No, skip to question 5.</p>
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Mirror Pond Farms does bring in temporary foreign workers via its participation in the H-2A program, so I'm going to check the box next to yes.

Crops using H-2A workers

If you don't use the H-2A program to hire temporary foreign workers, then you get to skip the next question and move on to question 5. But if you answered yes to question 3, like I did here, then you need to go to question 4. Question 4 asks, ***“Please list the crops for which***

you use the H-2A program to hire temporary foreign workers.”

<p>Q04. Please list the crops for which you use the H-2A program to hire temporary foreign workers.</p> <p><u>apples</u></p> <p><u>cherries</u></p> <p><u>blueberries</u></p> <p><u>pears</u></p>
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At Mirror Pond Farms we use temporary foreign workers for all crops we grow. So I'm going to basically just replicate what I have for Question 2.

Use of seasonal or migrant workers

OK – moving on to question 5 now. Question 5 is an *important* question. It reads: ***“Do you hire seasonal or migrant workers?”***

Recall that our definition of seasonal and migrant workers is different from our definition of temporary foreign workers. A “seasonal and migrant” worker is defined as a worker who a) does not work year-round at your establishment and b) was NOT brought in from a country other than the United States under the H-2A program. So – when we answer this question, we are not asking about foreign nationals who are in the country as a part of the H-2A program.

Mirror Pond Farms hires both foreign nationals via the H-2A program as well as domestic workers in “corresponding” employment. So – in addition to my H-2A foreign workers, because I hire seasonal workers who are not foreign nationals brought in under H-2A, I need to check the yes box for question 5.

<p>Q05. Do you hire seasonal or migrant workers?</p> <p><i>A seasonal or migrant worker is any worker who lives in the U.S. and is temporarily hired to help with growing or harvesting a commodity. This does not include foreign H-2A workers, but does include U.S. workers who are working in corresponding employment in the H-2A program.</i></p> <p><input checked="" type="checkbox"/> Yes, go to question 6. <input type="checkbox"/> No, skip to page 6.</p>

Crops using seasonal or migrant workers

Now, if you do NOT hire seasonal or migrant workers (i.e., non-year-round workers who were not brought in from a foreign nation as part of the H-2A program), I have some good news for you. You are done with the survey! Please skip to page 6 (which happens to be the last page), which provides you with an opportunity to give us your comments and return the survey (using the enclosed postage pre-paid envelope) to the address listed at the bottom of page 6.

<p>Q06. Please list all crops for which you hire seasonal or migrant workers.</p> <p><u>apples</u></p> <p><u>cherries</u></p> <p><u>blueberries</u></p> <p><u>pears</u></p> <p>_____</p> <p>_____</p>
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If, however, you do hire domestic seasonal or migrant workers you need to proceed to question 6.

Because, in our fictional example, Mirror Pond Farms does hire seasonal or migrant workers who are not brought in from a foreign country, we would need to move on to question 6. Question 6 reads, **“Please list all crops for which you hire seasonal or migrant workers.”**

At Mirror Pond, we hire such domestic seasonal workers for all of the crops we produce on the farm. So I’m going to go ahead and fill out question 6 as follows.

Section 2: Crop Employment (pages 4-5)

This brings us to the end of section 1 of the survey and now we move to section 2. Section 2 of the survey looks quite a bit different from section 1. Instead of answering a series of questions we will now be filling out a table. In addition to estimating wages and practices by crop and variety, the Department of Labor requires us to estimate wages and practices by activity. We need wage and practice information for each combination of crop, variety and activity at your establishment. This requirement probably makes section #2 the most time-consuming portion of the entire survey.

Before we start filling out the table for Mirror Pond Farms let's spend some time talking in terms of the "big picture" of section 2. It is perhaps the most important thing to keep in mind when you are filling out the table listed right up at the top of page 4, where it states we are asking for information for *seasonal or migrant workers only*. We are only looking for information pertaining to non-year-round agricultural workers who were NOT brought into the United States from another country in association with the H-2A program. This is critically important. We want information pertaining to domestic seasonal and migrant workers only. However, keep in mind that we want to hear from **both** H-2A and non-H-2A employers.

Perhaps the second most important to focus is in bold at the bottom of the table heading where it states "**Answers should reflect the busiest week of the last season.**" We need to know what wages were being paid and what practices were in place for each combination of crop, variety, and activity during the busiest week for that crop, variety, activity combination.

Crop & variety

The easiest way to go about filling out this table is to start at the left and work across. So I'm going to focus on the first three columns of the table titled "Crop," "Variety" and "Activity & occupation." Please note that activities with different wage rates should be entered on separate lines. For example, harvesting vs. pruning would be two lines. Continuing with the example, we already noted in Q06 that red cherries are grown using seasonal or migrant labor at Mirror Pond Farms. So let's start there. Let's fill in the first free space in the column labeled "Crop" with "cherries." And because we are talking about red cherries, let's note "red" under the column labeled "Variety." It's important here that different varieties be entered on different lines.

Activity & occupation

Now we have to think about all the activities for which we used seasonal and migrant labor in the production of red cherries. So, at Mirror Pond we used seasonal and migrant labor to both prune cherry trees in the winter, and harvest cherries in the early summer.

So, let's make note of these activities by continuing to fill out the survey as follows.

Busiest week

Now we need to ask ourselves what was the busiest week for last season's red cherry harvest and last season's red cherry pruning.

Crop	Variety	Activity & occupation (Pruning, thinning, harvesting, laborer etc.)	What was the busiest week for this crop and activity? (MM/DD/YY)	Wage paid per unit (Dollars per lug, box, bucket, bin, hour)		Unit size or dimension (only for activities paid a piece rate)	Number of workers paid at this wage rate	If you guarantee an hourly rate, how much was the guarantee?
Apple	Braeburn	Harvest	11/08/15-11/14/15	\$12.69	Hour	N/A	10	N/A
Apple	Braeburn	Harvest	09/20/15-09/26/15	\$22	Bin	47"x47"x24-1/2	15	N/A
Cherry	Rainier	Harvest	06/12/16-06/18/16	\$20	Lug	20 pounds	20	\$12.69
Strawberry	N/A	Tilling-Laborer	05/30/16-06/03/16	\$13	Hour	N/A	10	N/A
Grape	N/A	Harvest-Laborer	06/19/16-06/25/16	\$2.75	Box	20 pounds	8	N/A
Flower	Roses	All-Equipment operator	06/05/16-06/11/16	\$12.50	20 pounds	N/A	2	\$12.69
Cherry	Red	Harvest	6/5/2016-6/11/2016	\$5.50	Lug	30 pounds	75	\$12.69

At Mirror Pond Farms, the busiest week for pruning was Jan. 10th – 16th, so I’m going to go ahead and fill that out in column 4, like so. And the busiest week for harvesting red cherries at Mirror Pond this past season was June 5th – 11th. So I’m going to indicate that in column 4 just like this...

Wage paid per unit

OK – now that I have the crop-variety-activity combination and the busiest week filled out for my red cherries, I need to fill out all the other columns. So let’s start with the red cherry harvest. The fifth column of the table asks how much workers (and remember this is for the busiest week for the crop-variety-activity combination) were paid, and what was the unit of pay. So, at Mirror Pond let’s say we paid workers \$5.50/lug to harvest red cherries during the busiest week of the red cherry harvest season (which we’ve already identified as 06/05 – 06/11). Now, this is just an example and you should fill in the wage you actually paid your workers for the crop-variety-activity combination during the busiest week – we are just trying to provide everyone with an example of how this process *might* look.

Unit size or dimension

The next column, unit size or dimension, asks us “how big is a lug?” Well – for red cherries, let’s say we use a 30-lb. lug – so let’s go ahead and enter 30 pounds into column 6.

Number of workers paid at rate

OK – moving on to the 8th column. In the 8th column we are asked: how many seasonal and migrant workers were paid \$5.50/30 lb. lug to harvest red cherries during the week of 06/05 – 06/11. And let’s say we had 75 seasonal and migrant workers harvesting red cherries at that rate during the busiest week, so let’s go ahead and indicate that in column 8, like so.

[Demonstrate] Also – remember, we are asking about seasonal and migrant workers only here. So temporary foreign workers should not be included in these counts.

Crop	Variety	Activity & occupation (Pruning, thinning, harvesting, laborer etc.)	What was the busiest week for this crop and activity? (MM/DD/YY)	Wage paid per unit (Dollars per lug, box, bucket, bin, hour)		Unit size or dimension (only for activities paid a piece rate)	Number of workers paid at this wage rate	If you guarantee an hourly rate, how much was the guarantee?
Apple	Braeburn	Harvest	11/08/15-11/14/15	\$12.69	Hour	N/A	10	N/A
Apple	Braeburn	Harvest	09/20/15-09/26/15	\$22	Bin	47"x47"x24-1/2	15	N/A
Cherry	Rainier	Harvest	06/12/16-06/18/16	\$20	Lug	20 pounds	20	\$12.69
Strawberry	N/A	Tilling-Laborer	05/30/16-06/03/16	\$13	Hour	N/A	10	N/A
Grape	N/A	Harvest-Laborer	06/19/16-06/25/16	\$2.75	Box	20 pounds	8	N/A
Flower	Roses	All-Equipment operator	06/05/16-06/11/16	\$12.50	20 pounds	N/A	2	\$12.69
Cherry	Red	Harvest	6/5/2016-6/11/2016	\$5.50	Lug	30 pounds	75	\$12.69

Hourly earnings guarantee

In the 9th column we are asking about a guaranteed hourly rate. In other words, do you guarantee a minimum hourly level of pay regardless of how much piece rate workers actually pick? At Mirror Pond, let’s just go ahead and say that our minimum hourly

guarantee is the Adverse Effect Wage Rate, so let's fill in \$12.69/hour in column 9 just like this. Moving right along to the next page now

Number of workers who received bonus

Page 5 - First column. We are asked if we pay any workers a bonus in addition to the base rate of pay they receive. Let's say that of the 75 seasonal and migrant workers who were harvesting red cherries for us during the week of 06/05 – 06/11, we paid 35 of them a bonus.

Number of workers who received a bonus	Bonus paid per unit (Dollars per lug, box, pound, bucket, bin, hour, flat rate)		Rate of bonus payment paid (Weekly, every two weeks, end of season, etc.)	If workers at this wage rate needed to meet a minimum productivity standard, what was it?	If you had an experience requirement for this commodity, variety and activity, what was the amount? (Months)	Did you provide housing to non-working family members for any of these workers? (Y/N)	Was housing to non-working family members provided free of charge? (Y/N)	How many acres or trees of this crop and variety did you have? (Acres or number of trees)
0	N/A	N/A	N/A	Not required	Not required	Y	N	27 acres
3	\$500	Flat rate	End of season	3 bins/day	12 months	N	N/A	27 acres
20	\$0.50	Lug	Weekly	5 lugs/day	3 months	N	N/A	5,500 trees
0	N/A	N/A	N/A	Not required	Not required	Y	Y	3 acres
3	\$500	Flat rate	End of season	3 bins/day	12 months	N	N/A	3 acres
2	\$0.50	Lug	Weekly	5 lugs/day	3 months	N	N/A	5 acres
35	\$0.50	Lug	Weekly	14 lugs/day	Not required	N	N/A	85 acres

So, we are going to go ahead and indicate this in the first column on page 5.

Bonus paid per unit

Next, we are asked to identify what form that bonus took. Let's say our bonus rate, for the 35 seasonal and migrant red cherry harvesters that received a bonus during the busiest week of the cherry harvest was \$0.50/lug – we'll go ahead and put that in the second column of page 5.

Rate of bonus payment

The following column asks us to identify the frequency of bonus payments among red cherry harvesters. Let's say we pay the bonus out on a weekly basis at Mirror Pond, and we will indicate that as follows.

Minimum productivity standards

The fifth column on page 5 asks about productivity standards. Recall from our definitions that a productivity standard is: "A minimum amount of work a seasonal or migrant worker must produce as a condition of job retention, where failure to meet the minimum standards results in training, progressive discipline and possible termination." In addition to asking us whether we had any sort of productivity standard related to the harvesting of red cherries during the busiest week,

Number of workers who received a bonus	Bonus paid per unit (Dollars per lug, box, pound, bucket, bin, hour, flat rate)		Rate of bonus payment paid (Weekly, every two weeks, end of season, etc.)	If workers at this wage rate needed to meet a minimum productivity standard, what was it?	If you had an experience requirement for this commodity, variety and activity, what was the amount? (Months)	Did you provide housing to non-working family members for any of these workers? (Y/N)	Was housing to non-working family members provided free of charge? (Y/N)	How many acres or trees of this crop and variety did you have? (Acres or number of trees)
0	N/A	N/A	N/A	Not required	Not required	Y	N	27 acres
3	\$500	Flat rate	End of season	3 bins/day	12 months	N	N/A	27 acres
20	\$0.50	Lug	Weekly	5 lugs/day	3 months	N	N/A	5,500 trees
0	N/A	N/A	N/A	Not required	Not required	Y	Y	3 acres
3	\$500	Flat rate	End of season	3 bins/day	12 months	N	N/A	3 acres
2	\$0.50	Lug	Weekly	5 lugs/day	3 months	N	N/A	5 acres
35	\$0.50	Lug	Weekly	14 lugs/day	Not required	N	N/A	85 acres

the question asks us to quantify the standard, if one existed. So, let's say that at Mirror Pond Farms we did require a minimum productivity standard for red cherry harvesters during the week of 06/05 – 06/11. During this week (our busiest week of the red cherry harvest season, and, of course, yours might be different) we required workers to pick at least 14 lugs of cherries per day to remain in good standing. So – we can go ahead and enter that productivity standard in the fifth column of page 5. Note that not everyone (or every crop-variety-activity combination) will have a productivity standard. In the event that you do not have a productivity standard for a particular crop-variety-activity combination, simply put the words “not required.” Also, keep in mind that this needs to be a quantifiable productivity standard. This means it needs to take the form of some amount of product, per some unit of time. Some employers have productivity standards related to hygiene, showing up to work on time, working hard, etc. – which is fine – but these are not quantifiable productivity standards and do not provide useful information for the survey estimations.

Experience requirements

Moving on to the 6th column of page 5, we are now asked to identify whether we require prior experience when making hiring decisions regarding red cherry harvesters – and, if so, how much experience we require. We'll say that Mirror Pond Farms does not require its red cherry harvesters to have any prior experience – so we are going to put “not required” in column 6 of page 5. If your farm does require prior experience for any crop-variety-activity combination, you need to put the number of months of experience you require (so, you might put 3 months, or 6 months instead of “not required” like we did here).

Provision of family housing

The 7th column of page 5 asks us about housing provided to non-working family members. Note that this question is *not* referring to housing that is provided to workers themselves – only to non-working family members. This is a yes/no question. Did you provide such housing to *any* non-working family members, or not. If you provided such housing to even one non-working family member, your answer must be “yes.” At Mirror Pond Farms, we did not provide housing for any non-working family members of red cherry harvesters, therefore we are going to answer “no” to this question.

Provision of family housing (free)

The next column on page 5 is an extension of the previous column. Instead of simply asking us whether we provide housing to non-working family members, this question is asking us whether we provide such housing *free of charge*.

Number of workers who received a bonus	Bonus paid per unit (Dollars per lug, box, pound, bucket, bin, hour, flat rate)		Rate of bonus payment paid (Weekly, every two weeks, end of season, etc.)	If workers at this wage rate needed to meet a minimum productivity standard, what was it?	If you had an experience requirement for this commodity, variety and activity, what was the amount? (Months)	Did you provide housing to non-working family members for any of these workers? (Y/N)	Was housing to non-working family members provided free of charge? (Y/N)	How many acres or trees of this crop and variety did you have? (Acres or number of trees)
0	N/A	N/A	N/A	Not required	Not required	Y	N	27 acres
3	\$500	Flat rate	End of season	3 bins/day	12 months	N	N/A	27 acres
20	\$0.50	Lug	Weekly	5 lugs/day	3 months	N	N/A	5,500 trees
0	N/A	N/A	N/A	Not required	Not required	Y	Y	3 acres
3	\$500	Flat rate	End of season	3 bins/day	12 months	N	N/A	3 acres
2	\$0.50	Lug	Weekly	5 lugs/day	3 months	N	N/A	5 acres
35	\$0.50	Lug	Weekly	14 lugs/day	Not required	N	N/A	85 acres

Recall from our discussion of the definitions that free housing means “there is no charge for rent, security deposit, or other similar incidentals related to housing, or if the employer secures public housing, the employer pays any charges normally required for use of public housing.” Basically, free means free – no charges are imposed on the worker, nor his or her non-working family members to occupy the housing unit in question. Now, because in our example, Mirror Pond Farms is not providing any sort of housing for non-working family members of red cherry harvesters, our answer to this question will also be “N/A.” However, if you do provide housing for non-working family members – but you charge *any* sort of fee, rent, surcharge etc. then family housing is NOT provided for free and you will answer this question as “no.”

Acres of crop

Alright – last column... The final column on page 5 asks how many acres or trees of a particular crop we had in production this past season. Let’s just go ahead and say that of the 350 acres in production at our fictional Mirror Pond Farms, 85 of them are devoted to red cherries, so we will fill that out.

Section 3: Comments (page 6)

OK – so there you have it. I want to re-emphasize a couple of points before winding down this webinar. First, this webinar *just serves as an EXAMPLE on how to fill out the survey. Obviously, the wages and practices for this FICTIONAL example will likely not reflect the conditions at your place of business. Fill out the survey as it reflects the wages and employment practices at your farm/orchard.*

