

## Worksheet: Annual To-Dos for Farm Employers

Each year, employers must complete important administrative duties. While working through these tasks, a farm can reflect on the work environment it creates for employees and decide whether to invest in changes that will make the farm a better place to work. Accomplishing these annual to-dos also ensures the farm complies with labor laws and regulations.

Use this checklist to keep tabs on employer obligations you don't want to forget.

**Farm name:** \_\_\_\_\_

**Year:** \_\_\_\_\_

### Job Responsibilities

- Review written job descriptions to ensure they reflect current work assignments.
- Identify unmet work needs and decide whether to hire additional workers, rearrange work assignments or reduce farm operations.
- Identify training needs for farm team members.
- Organize and schedule training events or programs to upskill current workers.
- Host performance reviews to discuss changes in job responsibilities, share observed employee strengths and weaknesses and plan for employee future.

### Compensation

- Compare wages paid by other employers that compete with the farm for labor.
- Check for minimum wage updates.
- Update pay scale as needed to comply with wage laws and remain competitive.
- Update budget to reflect changes in benefits costs.
- Consider changing employee benefits to lower costs or offer packages that better attract and retain workers.
- Evaluate whether incentive pay programs have yielded desirable results or whether different programs should be implemented to improve productivity.

## **Taxes**

- Check that withheld federal income tax, social security tax and Medicare tax have been paid on time.
- Check that state income taxes have been withheld and deposited on time.
- Verify whether you must pay federal unemployment tax.
- Verify whether you must pay state unemployment tax.
- Check with your local municipality about earnings tax requirements — if applicable (Kansas City and St. Louis areas primarily).
- Note tax filing dates in a calendar for the next year, or hire a payroll or accounting service to submit tax payments and documentation on time for you.

## **Safety and Health**

- Inspect the farm for hazards, and remove those that may cause harm to workers.
- Decide whether to invest in a workers' compensation policy.
- Renew a liability insurance policy that provides sufficient dollar coverage and reflects the operation's current farming activities.
- Confirm your human resources practices meet equal opportunity standards.
- Plan and provide farm safety and health training on topics such as chemical use, farm equipment operation and use, personal protective equipment use and first aid.

## **Records**

- Keep employee records for details such as hours worked, payroll and work injuries.
- Revisit your files, and discard those you are no longer required to store.
- Update your employee manual to reflect current policies and practices.
- Ask all employees to sign an acknowledgment to indicate they read the updated employee manual and understand its contents.
- Store notes from employee performance reviews to reference later.

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