

Employee Handbook

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5991 17th Street
Grantville, Kansas 66429
785-246-0800

www.garysfarmfest.com

Follow us on Facebook and Instagram



Gary's Berries Fall Festival
Gary's Farm Fest Employee Group



garysberries_fallfestival

Gary's Farm Fest Mission Statement

We strive to be good stewards of the gifts God has entrusted to us by offering wholesome daily agri-tainment, providing exceptional service by cultivating the learning and awareness of Our Lord Jesus Christ

Gary's Farm Fest Vision Statement

Where families come together and memories are made.

Gary's Farm Fest Core Values

Faith	Integrity	Family
Service	Biblical Standards	Community
Simple Fun	Safety & Education	Creativity
Exceeding Expectations	Team Spirit	Youth Development

Working at Gary's Farm Fest

Gary's is a fun, unique and overall a great place to work. Your job is to ensure guests are enjoying themselves and having a memorable visit. Engaging with guests is vital. Simply smiling or saying hello when walking past guests on the farm goes a long way. If you see someone taking a photo, offer to take the photo for them. Moms especially appreciate this since so many times they are the one taking the photo!

Occasionally situations may arise that require our attention. When addressing these situations we need to be respectful of all parties involved.

- You may need to address a guest that is not behaving appropriately, not following rules that are in place or just being disrespectful. Employees should maintain a calm voice when addressing the issue or complaint.
- If you are able to resolve the complaint and are comfortable with doing so please do so and notify your Team Lead or Manager of the action you took.

- If you are not comfortable addressing the issue, seek your Manager to assist with the situation. NEVER try to appease a guest that is being unreasonable, simply radio your area manager.
- NEVER touch or grab a guest.
- Do not make suggestive or lewd comments to guests or co-workers. Comments of this nature will not be tolerated.

Employee Expectations

- Have FUN! The more fun you are having the more fun our guests will have.
- In general, employees should remain in the work area that they are assigned to. Each work area has specific policies, procedures and items you need to know.
- The Manager or Team Lead of the area you are assigned to will provide the training you need to be successful.
- Employees are expected to work well with other members of the team and serve guests in a professional, courteous and respectful manner.
- Do not leave equipment unattended. Tools should be returned to their proper storage areas. If you do not know, ask for assistance.
- Do not leave your register unattended. This includes cash drawers and ipads. If you have an urgent need to leave, radio for a replacement.

Work Schedule

We use WhenToWork (w2w) for scheduling. You will need to download the app in order to view your schedule or submit time off requests. We ask that all employees have their Availability Calendar turned in no later than the last Monday in August (August 29th). Schedules will be published by the second Monday in September (September 12th). Employees are responsible for working the hours assigned. If you do need to request a schedule change you will need to submit the request through w2w. If you are making a request to be off within 48 hours of your scheduled shift you will need to submit the request through w2w as well as text Dreana at 785-221-2871. She will advise you if it is approved as well as notify your manager. This should be a rare occurrence. Last minute schedule changes are difficult to accommodate so we urge you to plan ahead.

The weather impacts our attendance and it may be that we will need to cancel your shift or send you home before the end of your shift. If we are canceling shifts due to weather we will strive to have this done one hour prior to the start of your shift. Notification will be sent through w2w so you will need to make sure you have notifications turned on in the app. A message will also be posted on the Employee Facebook page.

AGE RESTRICTIONS/LIMITATIONS

The hours you are able to work and the jobs you are able to do on the farm is based not only on your skills but your age.

UNDER AGE 16

- You can not work past 7:00pm on a school day
- You can not work more than 8 hours in a day
- You can not work more than 18 hours in a week
- You can not use a knife (in the fields or in food locations)
- You can not drive any motorized vehicle on the farm (golf carts, kubotas, tractors, train, skid loader or lifts)

OVER THE AGE OF 16 YET UNDER AGE 18

- You can work past 7:00pm on a school day
- You can work more than 8 hours in a day
- You can work more than 18 hours in a week
- You can use a knife
- You can work on a Fryer (Funnel Cakes, Fries and Chicken Nuggets)
- You can not Grill
- You can not drive any motorized vehicle on the farm (golf carts, kubotas, tractors, train, skid loader or lifts)

OVER AGE OF 18 - Whether it is your first season or your fifth, safety is still a priority. Your skills are valued and many of you have found the area you like to work in. If you have not been properly trained on a piece of equipment we ask that you do not operate it.

DRESS CODE

We provide employees with a t-shirt so our guests can easily identify staff. If working in a food location aprons are also provided and they are mandatory to be worn while in that location. Staff working the corn maze, grounds or parking lot are provided reflective vests. If you are visiting the farm you should not be wearing your Gary's shirt.

- All employees are required to wear closed toe shoes. Athletic shoes or work boots are acceptable footwear, no sandals or flip flops
- Jeans
- Shorts may be worn (no more than 2 inches above the knee)
- Spandex or tight fitting leggings are not permitted
- No perfume (as it attracts bees)
- Employees facial hair must be groomed and in a net if a beard
- Loose clothing, neckties and jewelry should not be worn when operating machinery or working with food
- Employees with shoulder length hair or longer should have their hair securely tied back while working food locations
- Tattoos must be covered during working hours
- Body piercings must be removed during working hours with the exception of ears.
- Employees should be prepared for all weather conditions and have additional layers of clothing with them

If an employee arrives in inappropriate attire, the employee will be released from work duties until properly dressed.

EMPLOYEE PARKING

Designated employee parking is at the far east side of the parking lot. If you are leaving after closing be sure to leave with a buddy or ask for a ride to your vehicle.

PROPERTY OF THE FARM

Items issued to employees should be returned back to its location at the end of your shift or when done using the item. This includes but not limited to tools from the White Barn, Costumes, Flashlights, Radios and Safety Vest.

BREAKS AND MEALS

While working it is often difficult to take breaks. Employees are paid while on break and during meal times.

- **BREAKS**

- If you need to take a break we ask that employees limit them to 10 minutes.
- Approval will be needed from your Team Lead or Manager
- Prior to taking a break, a replacement will need to be sent to cover your position while you are gone. DO NOT LEAVE YOUR LOCATION UNATTENDED

- **MEALS**

- Meals are provided to employees free of charge on Friday evening, Saturday afternoon and evening and Sunday afternoon
- If you have any food allergies please make sure to inform us when you are hired
- Your Team Lead or Manager will let you know when meals are being served and will dismiss you to go eat.
- Since you are on the clock during meal time your meal time should not exceed 20 minutes.
- All food should be eaten in the Employee Break Area located behind Julie's Sweet Shop. Absolutely no food should be eaten in a food location.
- You are allowed to have a drink in your location. It must have a lid on it, your name and be out of sight of guests.

CELL PHONE USAGE

While you are working your attention should be on our guests. It is easy to be distracted with your cell phone, therefore employees should not be using their cell phone while working. If you need to make a call let your Team Lead or Manager know and step out of your location. Make sure your family has the farm number to call if they need to reach you during your shift. Managers are allowed to have their cell phones on during working hours.

TIME CLOCK & PAY SCHEDULE

We use facial recognition for Clocking In and Out. If you encounter troubles with this you will need to contact Dreana to have your photo re-entered into the system. A sign in log sheet will be available for you to record your time for that day.

For those employees that are limited to the number of hours they can work, the time period begins on Sunday and ends on Saturday. It is the employees responsibility to make sure they are clocking out at the appropriate time. The pay period is for two weeks and checks are automatically deposited the following Friday. All employees are required to have their paychecks directly deposited into their personal checking or savings account.

LOST PARENT aka LOST CHILD

If we have a lost child remain in the area and notify staff on the Radio that you have a lost child. A manager will meet you and assist with locating the parent. The manager will take the lost child to Julie's Sweet Shop until the parent is located. Generally the child is reunited with their group before reaching Julie's Sweet Shop. If not, the manager of Julie's Sweet Shop will work with Security in helping reunite the family.

INJURIES & ACCIDENTS

If an injury occurs, whether an employee or guest, notify a manager immediately. EMT's are available on Friday and Saturday nights and they will handle all injuries & accidents. Do not attempt to move or touch the injured guests. The Manager will determine if an Injury Report will need to be completed.

COMMUNICATION

The management team will be provided a list weekly of special events taking place on the farm, groups that will be in attendance and campfire reservations. Team meetings will be Saturday and Sunday morning on the porch of Julie's Sweet Shop at 9:30am.

Information will also be posted on the Gary's Farm Fest- Employee Only Facebook Page.

Each location will have a Radio assigned to it and it should remain at that location throughout opening hours. In addition to each location having a radio, other positions on the farm will also need to carry a radio. Radios do need to be returned to the chargers at the end of the day.

- Channel 1 - Admissions
- Channel 2 - Food Locations
- Channel 3 - Activities

IN CASE OF EMERGENCY

- **FIRE** Fire Extinguishers are located throughout the property and at food locations.
 - If fire is small and contained, locate the nearest fire extinguisher
 - If possible, immediately contact manager and evacuate employees and guests
 - Dial 911
 - If your fire is out-of-control, leave the area immediately, No attempt should be made to extinguish the fire
 - When the fire department arrives, direct the crew to the fire. Do not go near the fire until permission is received from the Fire Department
 - Employees should meet in the parking lot north of the white building

EMPLOYEE BENEFITS

- **EMPLOYEE PASSES** Each employee is given 8 Employee Tickets that they can use or share with family and friends.

- **FOOD LOCATION DISCOUNT** The food discount is for the employee only. Employees will receive a 30% discount of food and drinks purchased at any Food Location and the following items at Julie's Sweet Shop or Gift Shop

Donuts	Fudge
Kettle Corn	Caramel Apples
Roasted Nuts	Pumpkin Bars
- **MERCHANDISE DISCOUNT** Employees will receive a 15% discount on any retail merchandise in Julie's Sweet Shop or Gift Shop. If an item is on sale they will receive the greatest discount.

PROHIBITED BEHAVIORS

The following behaviors are not conducive to the work environment at Gary's Farm Fest

- Drinking alcohol, using illegal substances or over-the-counter substances, not in accordance with directions or the limits of age restrictions for tobacco (including vaping, chew, etc.) and other drugs; may be grounds for immediate termination.
- Possession of firearms, weapons, or explosives on company property. There are specific positions on the farm that are a requirement of that position (ie: security, fireworks)
- Horseplay, defined as one or more employees engaged in rough or rowdy behavior that can result in unintentional physical harm, will not be tolerated. Injuries to an employee participating in horseplay are not covered under the Kansas Workers Compensation Act.
- Theft, unauthorized possession or removal of property.
- Inappropriate interactions with guests, co-workers, management, vendors, suppliers or the general public
- Violation of health and safety rules
- Smoking; only permitted according to the age restrictions and only in designated areas. **NOTE Special Events at the farm may request their event to be smoke free therefore no smoking is allowed on the property during their event (including the parking lot).**
- Failure to immediately report damage to, or an accident involving Gary's equipment
- Abuse of work time
- Insubordination or refusing to obey instructions properly issued by your Team Lead or Manager pertaining to work; refusal to assist with specific tasks or special assignments
- Loss, destruction or abuse of company property or the property of co-workers

- Dishonesty, including; falsification, or misrepresentation on your application for employment or other work records, lying about illness or falsifying reasons for a leave-of-absence or other data requested by Gary's Farm Fest, alteration of company records or other documents
- Willfully hindering production or operations
- Actions that may be detrimental to Gary's Farm Fest efforts to operate profitably
- Obscene or abusive language toward an employee or customer, indifference or rudeness toward a customer or fellow employee; disorderly and antagonistic conduct on Gary's Farm Fest property
- Derogatory comments (verbal, print, text, online, and the like) regarding Gary's Farm Fest guests, management, employees or vendors
- Violations of Gary's Farm Fest rules.

LEGAL THINGS TO KNOW

- Gary's Farm Fest is an employer at will.
- Management reserves the right to change and amend policies as best for the business. Notification will be sent either through w2w, email, Employee Facebook Page or posted on the farm.
- Harassment of staff, team members, guests, vendors, management or others is not permitted
- If you have an issue, complaint or suggestion, speak with a manager who can assist with the process. If it has not been resolved, speak with Michael Starr.

EMPLOYEE ACKNOWLEDGEMENT - YOUR COPY

- I acknowledge I have received a copy of the Employee Handbook from Gary's Farm Fest.
- I understand that I should consult my manager regarding questions not answered in the Employee Handbook
- I understand that Gary's Farm Fest reserves the right to modify, change, delete, supplement, rescind or revise information contained in the Employee Handbook, as Gary's Farm Fest deems necessary or appropriate at its discretion and without notice.
- Changes will be communicated through When to Work (w2w), email, Employee Facebook Page or posted on the farm.
- All changes and revisions to this handbook must be approved by the owners.
- I understand that my employment with Gary's Farm Fest has no specific duration and that either Gary's Farm Fest or I may terminate the employment relationship whenever either of us believes it is desirable to do so, without consideration of cause or notice.
- I understand that the at-will nature of our relationship may not be changed except by a separate written agreement signed by the Owners.
- In the event of employment termination, whether voluntary or involuntary, I hereby agree not to disclose, utilize or exploit confidential or proprietary information with any other individual or company.
- I understand it is my responsibility to read the policies and procedures contained in the Employee Handbook and revisions made to it.
- I agree to comply with the policies within the Employee Handbook

Employee's Name - printed: _____

Employee's Signature: _____ Date: _____

Manager's Signature: _____ Date: _____

EMPLOYEE ACKNOWLEDGEMENT - GARY'S FARM FEST COPY

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Employee's Name - printed: _____

Employee's Signature: _____ Date: _____

Manager's Signature: _____ Date: _____