

APPENDIX 1-15

LABOR PLAN

Year 1

List your major goals regarding labor management on your farm or ranch. Consider the issues covered in chapter 2, “Do It,” such as type of employees (seasonal or permanent), how many employees, importance of having year-round employees, relationship with employees, education and training of staff, becoming a good manager, etc. *For each goal, write a brief statement of how you plan to achieve that goal.*

GOALS	STRATEGIES FOR MEETING GOALS
1.	
2.	
3.	
4.	
5.	
6.	

INITIAL/CURRENT LABOR SETUP

In the table below, describe the current labor configuration for your farm or ranch. If you are just starting out, describe as best you can what kind of labor setup you think you will need to meet your goals. Think about how you will find employees and/or seasonal labor, how they will become part of your farm team, and how you plan to meet labor costs and expenses.

EMPLOYEES	COMPENSATION PACKAGE (Salary, Pay Rate, Taxes, Benefits)
Farm team (regular staff/ employees)	
Seasonal labor	

5-Year Projection

CROP OR LIVESTOCK PRODUCTION ACTIVITIES

Do you plan to expand your existing enterprises (e.g., add more acres, increase number of animals)? Do you plan to add any new enterprises?

If yes to either of these questions, describe those changes in the space below. Also note any marketing innovations or value-added activities (e.g., food processing) that would affect your labor needs.

LABOR SETUP REQUIRED TO REACH GOALS FOR NEW OR EXPANDED ENTERPRISES

In the space below, describe what labor configuration you will need to account for any new or expanded business operations. As you did with the initial/current configuration, consider how you will find employees and/or seasonal labor, how they will become part of your farm team, and how you plan to meet increased labor costs and expenses. In the compensation package column, note any salary or per-hour increases due to pay raises.

EMPLOYEES	COMPENSATION PACKAGE (Salary, Pay Rate, Taxes, Benefits)
Farm team (regular staff/employees)	
Seasonal labor	

PROGRESS TOWARD MEETING YOUR LABOR GOALS

Make a point each year of revisiting the goals you set for yourself at the beginning of this worksheet. How are doing in reaching those goals? Do you need to modify any of them? Do you need to make any adjustments in your strategies?
