

## Hultgren Farms Weekly Work Plan--Winter Season Procedures

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Noah						
Dan						
Preston						
Blake						
Ben						
Reno						
Nate						

**Approximate Winter Maintenance Season Responsibilities:**

Dan: Power Units (Tractors)  
 Preston: Implements, Pickups, Snow Removal  
 Blake: Trucks & Trailers, Grain & Hay Hauling, Weekly Meadow Star Corn  
 Noah: Agronomy, Fieldstock Wetland Banks  
 Ben: Colfax Cattle  
 Reno: Retail Beef, Grants, Office Administration  
 Nate: Admin/SMBSC/ASGA/Meadow Star

**Winter Expectations:**

1. Employees are expected to work 40 hours per week unless cleared with Nate
2. No overtime paid November 14-April 1
3. Schedules can be flexible but employees should coordinate with the group to assure we are open 8am-5pm, Monday-Friday
4. All shop hours recorded on time card by machine or project (snow removal, grain hauling, etc) EVERY DAY, EVERY WEEK. Paychecks will not be issued unless hour-allocations have been written in. I will not be reminding anyone this year.
5. Employees get a paid 30-minute lunch break without punching out if they take it on site. If the employee leaves or takes longer than 30 minutes, they must punch out. I am OK with running to Pennock to grab hot lunch in that half hour.
6. Weekly progress meetings will be held. I don't expect a break-neck pace, but I do expect measurable progress every day we are working.