

Farmland rental rates show continued strength in 2012, continued from page 1

were typical rates in their county. The number of responses received this year was 1,419. Of the total responses, 37 percent came from farmers, 28 percent from landowners, 16 percent from professional farm managers, 16 percent from lenders, and 3 percent from other professionals.

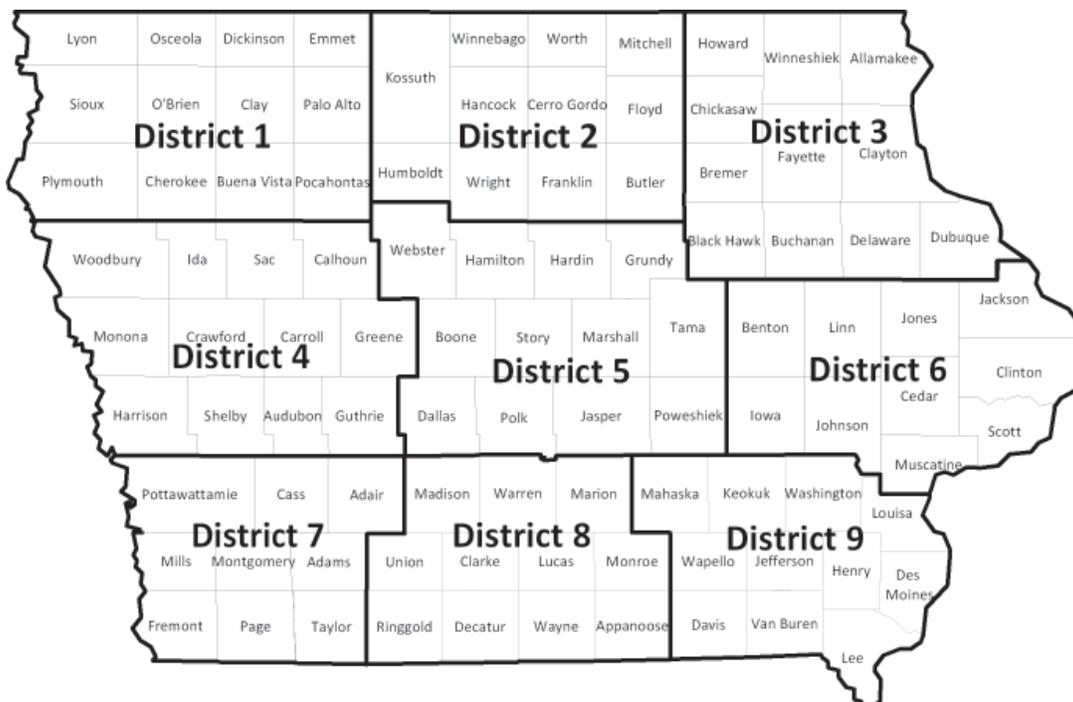
The Cash Rental Rates for Iowa 2012 Survey is available online as a downloadable document; from the Ag Decision Maker website and from the

ISU Extension Online Store at <http://www.extension.iastate.edu/Publications/FM1851.pdf>.

Other resources available for estimating a fair cash rental rate include the Ag Decision Maker information files Computing a Cropland Cash Rental Rate (C2-20) and Flexible Farm Lease Agreements (C2-21). Both documents include decision file electronic worksheets to help analyze leasing questions.

Overall Average of Typical Cash Rents 2008-2012, Corn and Soybean Acres

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
District 1	\$174	\$187	\$188	\$224	\$267
District 2	183	196	191	220	277
District 3	190	186	192	223	266
District 4	179	196	195	227	279
District 5	191	197	195	226	275
District 6	186	193	196	219	252
District 7	161	170	176	213	246
District 8	155	146	151	177	193
District 9	161	173	169	198	217
State	\$176	\$183	\$184	\$214	\$252





Evaluating Your Estate Plan – workshops for farm families being held in June

by Ann Johanns, extension program specialist, aholste@iastate.edu, 641-732-5574

Talking about estate planning is difficult and implementing an estate plan can be even harder. Questions often include: Who needs to be involved? What information do I need to gather? When is it the right time to start? Where do I start? How do I decide what to do? Farmers are unique in that there isn't a distinct moment where they just walk out the door to retirement as someone in a regular wage earning job might do. Rather, farm families often need to think about how to transition the farm business to the next generation during lifetime, as well as having an estate plan in place. There are options they can consider such as phasing out or transitioning to another generation. The Evaluating Your Estate Plan program can help in the planning process.

The Evaluating Your Estate Plan workshop answers estate planning questions and helps prepare for future farm transitions and estate planning. Past participant comments include:

“Lots of food for thought. Very valuable resources, excellent presentations; met my expectations.”

“Great job, a lot of good info, the speakers were very knowledgeable and professional.”

“Well done-worth the time and cost.”

Presenters for the workshop are Melissa O'Rourke and Kelvin Leibold, Iowa State University Extension and Outreach farm and business management specialists. O'Rourke is an attorney experienced in agricultural law and estate planning. Leibold joined ISU Extension in 1987 and has vast experience in working with agricultural clients in farm and business planning.

The one-day workshop will cover the language of estate planning, gift, estate and inheritance taxes, calculating retirement costs, and many other areas vital to creating a good estate plan. The workshops help those who are confused about building a plan

for transferring farm assets or unsure what options are best for their farm operation and family.

ISU Extension and Outreach is offering the workshop at seven locations in June. Registration at each site starts at 9 a.m. Workshops will adjourn at 4 p.m. **Advance registration is required as space is limited.** The Evaluating Your Estate Plan workshop costs \$50 per person and includes workshop materials and lunch. To register, call the county extension office listed with the sites below. For more information, visit the Ag Decision Maker website, <http://www.extension.iastate.edu/agdm/info/meetings.html>.

Date	Location/Registration
June 19	Sheldon Northwest Iowa Community College To register call – 712-737-4230
June 20	Greenfield Adair County Extension Office To register call – 641-743-8412
June 21	Oskaloosa Mahaska County Extension Office To register call – 641-673-5841
June 22	Marion Linn County Extension Office To register call – 319-377-9839
June 25	Dyersville Dubuque County Extension Office To register call – 563-583-6496
June 26	Fayette Upper Iowa University, Student Center, Ballroom To register call – 563-425-3331
June 27	Iowa Falls Ag & Renewable Energy Center, Ellsworth Community College To register call – 641-648-4850



Farm employee management: do we need an employee handbook?

by Melissa O'Rourke – ISU Extension Farm & Agribusiness Management Specialist, morourke@iastate.edu, 712-737-4230

Whether your farm has two employees or twenty-five, it is important to be consistent in communications with workers about expectations and conditions of employment. One tool that can assist in this task is a written employee handbook or policy document. Such a written document can be short and simple or highly detailed, depending on your needs. What could an employee handbook do for your farm operation?

Farm background

Provide background information about your farm. An employee handbook can be a tool to share information with your work team about your farm's history and background, as well as your values and vision for the farm. When employees know a little about the history of the farming operation, it helps them to understand the organization that they have joined. Hopefully, you have given some thought to your core values and vision for the future of your farm. Writing a farm mission statement could be the entire topic for another article – but, here's an example:

We are a family owned and operated farm. We value rural life and are committed to keeping our rural community vital. We strive to care for the environment and produce the highest quality livestock and grains that will be used to feed people in America and around the world.

This kind of a statement helps your workers to understand what is important to you in your farming operation. Whatever your farm vision, share it with your employees.

Rules and standards

Outline work rules, standards of conduct, and other information that lets employees know what is expected of them. Most of us like to know what is expected of us. New employees have questions as basic as what to wear, where to park, where to

eat lunch, and the location of restrooms. Workers like to know what their work schedule will be or where it will be regularly posted. Basic information about safety policies and training can be outlined in an employee handbook. Do you have other policies, such as “no smoking”? Think about some of the most “frequently-asked-questions” on your farm – and that information might well be outlined in an employee handbook document.

Wages and benefits

Provide information about pay and benefits of working at your farm. Workers like to know when and how often they will be paid. They may wonder if they will have the opportunity to earn a raise or bonus. If you offer any benefits, the employee handbook is the place to outline those details. Even benefits such as the opportunity to obtain farm-raised meat could be mentioned in the employee handbook. Employees like to know how and when their work will be evaluated and the employee handbook is a good place to share this information.

Employment relationship

Confirm information about the legal relationship with the employee. The law in Iowa (as in most states) is that the employment relationship is “at-will.” Be sure that your employee handbook does not create a contract with the employees. In fact, it is recommended that employee handbooks contain a clear statement that employment at will is the policy of your farm. Here is a sample statement:

Our Farm does not offer guaranteed employment. Either the Farm or the employee can terminate the employment relationship at any time, with or without cause, with or without notice. This is known as “employment at will.” This employment at will relationship exists regardless of any other written statements or policies contained in this Handbook or any other documents or verbal statements. Also,

Farm employee management: do we need an employee handbook? , continued from page 4

while we may choose to discipline employees in an attempt to improve work performance when necessary, the Farm is not obligated to do so.

While you can use posters to provide certain information that may be required by law, an employee handbook is another good place to do this. Have employees sign a simple document stating that they have received the employee handbook and reviewed all the policies contained in it. Then keep the document on file, just in case you ever need to prove that the employee received the written policy document.

Use good communication practices

Do not use the employee handbook to replace good communication practices. Remember that nothing can take the place of good interpersonal communication in the workplace. New employees need orientation and training, and seasoned employees need updated training, motivation and feedback. An employee handbook is a good refer-

ence tool and guideline. But it should not take the place of regular farm meetings, training and face-to-face feedback – both positive and constructive.

More information

Looking for more information on farm employee handbooks? There are resources available to assist with writing or updating an employee handbook or policy document. Go to the Ag Decision Maker website and print a copy of File C6-58: Checklist for Iowa Agricultural Employers – available at www.extension.iastate.edu/agdm/wholefarm/html/c6-58.html. A list of links and resources can be found there which include discussions and templates for farm employee handbooks. Have your document reviewed by a legal professional who is experienced in employment law.

Future articles will continue to address other farm employee management issues. In the meantime, feel free to contact me with any of your farm employee management questions.



Welcome Lee Schulz, assistant professor and extension livestock economist

The Department of Economics wishes to welcome Lee Schulz, who will serve as assistant professor and extension livestock economist at Iowa State University.

Schulz brings with him interests and experiences which span issues throughout the meat supply chain. Through applied research and first-hand knowledge with livestock production, he has expertise in topics including animal identification and traceability, fed cattle trade, feeder cattle pricing, animal welfare and handling, meat demand, and price risk management and analysis. His research on a host of livestock economic issues has resulted in multiple publications and numerous outreach contributions.

Schulz grew up on a cow-calf farm in central Wisconsin. He obtained a bachelor's degree from

the University of Wisconsin-River Falls, a master's degree from Michigan State University, and a doctorate from Kansas State University.

“Iowa State University is well recognized for its excellence and leadership in the field of economics and its commitment to extension. I'm excited to join the faculty,” he said. “The livestock extension program at Iowa State has a long, storied history that I look forward to maintaining and building upon.”

Schulz will focus his efforts on a range of integrated research and extension activities, with particular focus on livestock industries. His broader interests cover aspects throughout the meat supply chain, ranging from production level supply issues to end-user consumer demand issues. He will provide leadership and expertise to relevant stakeholders and policymakers.

Your input sought on Evaluating Your Estate Plan materials

There is a new Ag Decision Maker category under Whole Farm – Transition and Estate Planning. Fourteen new Information Files were added to this category this spring and we want to know if they are helpful to you. We invite you to complete the online survey at <http://www.surveymonkey.com/s/eyep2012>. Survey responses take less than five minutes, participation is completely voluntary, and responses will be confidential. It is important to us to have your feedback – it will guide our decisions to update current materials and create new publications. The Information Files are developed with funding from a North Central Risk Management Education Center grant.

If you have any questions on this evaluation or the Evaluating Your Estate Plan materials or program, please contact us at agdm@iastate.edu or call 641-732-5574. These Information Files are created for your use – please complete the survey so we can provide the information you need in our publications and program.

Updates, continued from page 1

Internet Updates

The following information files and tools have been added or updated on www.extension.iastate.edu/agdm.

Conservation Practices for Landlords —A1-41 (8 pages)

Current Profitability

The following tools have been updated on www.extension.iastate.edu/agdm/info/outlook.html.

Corn Profitability —A1-85

Soybean Profitability —A1-86

Season Average Price Calculator —A2-15

Ethanol Profitability —D1-10

Biodiesel Profitability —D1-15

Returns for Farrow-to-Finish —B1-30

Returns for Weaned Pigs —B1-33

Returns for Steer Calves —B1-35

Returns for Yearling Steers —B1-35

... and justice for all

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Many materials can be made available in alternative formats for ADA clients. To file a complaint of discrimination, write USDA, Office of Civil Rights, Room 326-W,

Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964.

Issued in furtherance of Cooperative Extension work, Acts of May 8 and August 30, 1914, in cooperation with the U.S. Department of Agriculture. Cathann A. Kress, director, Cooperative Extension Service, Iowa State University of Science and Technology, Ames, Iowa.

Permission to copy

Permission is given to reprint ISU Extension and Outreach materials contained in this publication via copy machine or other copy technology, so long as the source (Ag Decision Maker Iowa State University Extension and Outreach) is clearly identifiable and the appropriate author is properly credited.