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2019 Cognitive Testing of the Agricultural Labor Survey

Heather Ridolfo and Kathy Ott

The findings and conclusions in this report are those of the author and should not be construed to represent any official USDA or U.S. Government determination or policy.

EXECUTIVE SUMMARY

Cognitive testing was conducted in June-July 2019 to evaluate proposed changes to the Agricultural Labor Survey. In 2018, new wage questions were added to the questionnaire to provide a more reflective gross and base wage rate (Ridolfo and Ott 2020; Ridolfo and Ott 2021). In 2019, new questions asking about base and overtime hours were added to the questionnaire to help determine a wage rate when bonus and overtime wages were reported. In addition, a number of changes were made to bring the Agricultural Labor Survey in line with the Bureau of Labor Statistics' (BLS) Occupational Employment Statistics program and the Current Employment Statistics Program. Changes included the addition of an instruction sheet, with both new instructions and changes to existing instructions, as well as a change to the reference period. Instead of asking respondents to report workers for a specific week, the reference date was changed to the pay period that include the 12th of the month (e.g., the pay period that included July 12, 2019). Finally, the survey questionnaire was reformatted to accommodate these changes.

These changes were evaluated in three rounds of cognitive testing using iterative versions of the questionnaire. In total, 22 interviews were conducted in three states. All respondents represented various sectors of agricultural and pay structures (e.g., hourly, piece rate, and overtime).

The instructions were not always read by respondents before beginning the questionnaire. However, some respondents referenced the instructions when questions arose while completing the questionnaire. In general, when the instructions were read, they addressed respondents' comprehension issues; however, some respondents did not understand or agree with the instructions. For example, respondents who pay piece rate did not agree with separating wages between base and bonus wages.

The change in reference period had mostly positive results. Two respondents, who were familiar with the Agricultural Labor Survey, welcomed this change. They indicated that reporting for a specific week, which did not necessarily reflect their pay period, was difficult to do. The majority of respondents were able to follow the instructions to report for their pay period; however, respondents in the last round had difficulty doing so. This may be due to the reordering of some questions on the questionnaire in this round of testing.

Separating total hours worked into base and overtime hours was not a difficult task for respondents. Those who do not pay overtime indicated that their base hours would always equal their total hours, and overtime hours would be zero. Respondents who did pay overtime indicated that it was easy to report base hours from overtime hours because they either know it off the top of their head or it is tracked in their payroll systems.

Finally, as found in previous cognitive testing for this survey, these interviews revealed the complexity of agricultural labor and the challenges with measuring it. Despite changes to the instructions, respondents continued to have difficulty assigning worker codes to their workers because workers often perform more than one job. A greater challenge that is harder to address is the complexity of pay structures across agriculture. It may not be possible to create a single questionnaire that will accommodate all pay structures found in agriculture.

RECOMMENDATIONS

1. A mockup of the recommended questionnaire can be found in Appendix H. The recommendation is to use the same wording and formatting to the extent possible.

Resolution: See resolutions below.

2. Include instructions at the front of the questionnaire using the wording and formatting in the recommended questionnaire (Appendix H).

Resolution: Denied. The Labor Team decided to place the instructions in an insert instead of placing the instructions at the front of the questionnaire. Additionally, the instructions in Sections 1, 2, and 3 may be modified to reflect the instructions in the insert.

3. Change the reference period to the pay period that included the 12th of the month.

Resolution: Denied. The Labor Team decided to not change the reference period.

4. Change the section headers for Sections 1 and 2 to: Pay Period that Included [insert month] 12, [insert year]

Resolution: Denied. The Labor Team did not accept this change because the reference period is not changing.

5. Change the section header for Section 3 to: Agricultural Workers on the Payroll in [insert year]

Resolution: Accepted

6. In Sections 1 and 2, change wording of the first question to: Did this operation have agricultural workers on the payroll during the pay period that included [Insert month] 12, [Insert year]?

Resolution: The Labor Team decided to make no changes to the reference period. The team decided to accepted recommendation to the change in question wording, with the exception of the reference period. Question will change to: Did this operation have agricultural workers on the payroll during the week of [insert reference week]? The team also decided not to have any include or exclude statements with this question.

7. In Sections 1 and 2, change wording of the second question to: How many agricultural workers did you have on the payroll during your pay period that included [insert month] 12, [insert year]?

Resolution: The Labor team decided to accept the recommendation to the change in question wording, with the exception of the reference period. Change question to:

How many agricultural workers did you have on the payroll during the week of [insert reference period]?

8. In Sections 1 and 2, change the wording of the third question to: “In the table below, report agricultural workers on the payroll during your pay period that included [insert month] 12, [insert year].” Do not let text wrap. Add space between this instruction and the first bullet.

Resolution: The Labor Team decided to make no changes to the reference period. The team agreed to change the wording of the question, with the exception of the change in reference period. Change wording to: In the table below, report agricultural workers on the payroll during the week of [Insert reference period]. The team also accepted the change in spacing.

9. In Sections 1 and 2, in the third question, use the following text for the bulleted instructions. Add a space between the bullets and the worker table.

- Report workers who fall under the same worker code on a single line
- Report the total hours and wages paid to the group of workers during your pay period
- Record each worker only once

Resolution: Accepted. Also, add “see instruction sheet for more information.”

10. Add columns for total base hours and total overtime hours to the worker table.

Resolution: Accepted

11. If a question regarding the length of the pay period is necessary for publication, add it to Sections 1 and 2 as worded: What was the length of your pay period that included [insert month] 12, [insert year]?

Resolution: Denied. This is not necessary since the reference period is not changing.

12. If a question regarding the length of the pay period is added and the no other questions are removed from these sections of the form, this question should follow the worker table to ensure maximum usability.

Resolution: Denied. This is not necessary since the reference period is not changing.

13. Place the 150-day question after the pay period question and word as follows: In 2019, how many of the agricultural workers reported above will be paid by this operation for 150 days or more of work.

Resolution: Wording accepted, placement denied. This question will remain where it was in 2019 and the wording will change to “In 2019, how many of the agricultural workers on the payroll that week will be paid by this operation for 150 days or more

of work?”

14. In the worker codes, change the heading “Field Workers” to Crop, Nursery, and Greenhouse Workers. Change the category name for worker code 15 to “All Other Crop, Nursery, and Greenhouse Workers”.

Resolution: Accepted

15. Edit the Farmworkers - Crop, Nursery and Greenhouse Workers description to reduce the amount of text. Change to: Use hand tools to manually plant, cultivate, and harvest vegetables, fruits, nuts, horticultural specialties, field crops, Christmas trees and short rotation woody crops. Duties may include tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying pesticides; or cleaning, grading, sorting, packing, and loading harvested products. May construct trellises, repair fences and farm buildings, or participate in irrigation activities.

Resolution: Accepted

16. Add “specify type of other <type> workers” to codes 15, 24, and 44 in the worker code table.

Resolution: Accepted for paper questionnaire only. This will not be keyed or captured, but only available in the questionnaire FEITH images.

17. In the worker code table, code 44, add a hard return after the first sentence to make the excludes more obvious.

Resolution: Accepted

18. Consider adding grading and sorting to Livestock Farmworker category description.

Resolution: Accepted. This will be added to the end of the second sentence to read “Duties may include feeding, watering, herding, milking, grazing, castrating, branding, debeaking, weighing, catching, and loading animals, and grading and sorting animal products.”

19. In Section 3, change the wording to Question 1 (peak number) to: During 2019, what was or will be the largest number of agricultural workers on the payroll on any one day?

Resolution: Accepted

20. In Section 3, Question 1 (peak number), remove include and exclude statements.

Resolution: Accepted

21. Make page numbers large and centered at the top of the page to increase visibility.

Resolution: Will do, if possible, in Questionnaire Designer.

22. Office use boxes should be removed, combined, and font size reduced as much as possible.

Resolution: Denied. This recommendation will be put through the spec process because it affects more than just the labor survey.

23. Item codes should be made small and removed from the response boxes to the extent possible.

Resolution: Denied. This recommendation will be put through the spec process because it affects more than just the labor survey.

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2019 Cognitive Testing of the Agricultural Labor Survey

Heather Ridolfo and Kathy Ott¹

Abstract

Cognitive testing was conducted on the 2019 Agricultural Labor Survey to test proposed changes for April 2020. Among these changes were 1. The addition of an instructions page at the beginning of the questionnaire; 2. Changes to the definitions for reporting agricultural worker codes and wages; 3. Changing the reference period to the pay period that included the 12th of the month; and 4. The addition of base and overtime hours. Three iterative rounds of testing were conducted. The following report provides a summary of the findings and recommendations for the April 2020 Agricultural Labor Survey.

Key Words: Labor, hours worked, wages, cognitive testing

1. INTRODUCTION

In continuing efforts to improve the Agricultural Labor Survey and incorporate base, bonus, and overtime wages, additional changes were made to the paper questionnaire and cognitive testing was conducted (see Ridolfo and Ott, 2019a and Ridolfo and Ott, 2019b for additional information). A number of changes were made to bring the Agricultural Labor Survey in line with the Bureau of Labor Statistic's Occupational Employment Statistics program (OES) and the Current Employment Statistics Program (CES). The first major change that was made to the questionnaire was the inclusion of an instruction page at the start of the questionnaire. Many of the instructions that appeared elsewhere on the questionnaire were moved to this page and additional instructions were added. This instruction page defined agricultural labor; provided instructions for how to assign worker codes and record hours and wages; and provided examples of how overtime wages and piece rate pay are to be reported.

Changes were also made to the instructions themselves. In the past, no instructions were provided on the paper questionnaire regarding the assignment of worker codes. However, in Computer Assisted Telephone Interviewing (CATI), respondents are asked to list their workers under the code that represents the work they were hired to do. In previous cognitive interview studies, respondents often had difficulty selecting the appropriate worker codes because their workers may have been hired to perform multiple jobs and could fit under multiple worker

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codes. Also, their workers may no longer be performing the job they were originally hired to do. In response to this, and to align the Agricultural Labor Survey with the OES and the CES, respondents on the tested questionnaire are instructed to “Report each worker only once under the worker code that requires the highest level of skill if the worker performs work in two or more codes. If there is no measurable difference in skill requirements, report workers under the worker code in which they spend the most time.”

In the past, no definition of hours was provided. The instruction page now includes definitions for total hours, base hours, and overtime hours. Total hours were defined as the sum of base and overtime hours. Base hours were defined as hours worked at the employee’s regular rate of pay. Overtime hours were defined as hours worked that are paid at an amount above the employee’s regular rate of pay.

A definition of gross wages and the types of pay to include in gross wages was added: “Gross wages are the total amount paid to workers before taxes and other deductions. Include the worker’s share of social security and unemployment insurance but exclude the employers’ share. Include in-kind payments (e.g., agricultural product like a side of beef, bushels of grain, etc.) provided in lieu of wages for work done. In-kind payments do not include benefits such as housing, meals, or insurance.”

The definition of base wages was also expanded to inform respondents of the types of pay that should not be included in base wages and how respondents who have incentive systems should report base wages: “Base wages are the minimum amount paid and do not include bonuses, overtime pay, commissions. For employees on an incentive system, base wages are the minimum amount guaranteed. Include in-kind payments.”

Clarification was also provided for bonuses. In the past, respondents who pay end of the season bonuses were sometimes unsure if they should report this pay under bonus wages. However, often it did not fall under the pay period being reported. In addition, one respondent who paid commissions in a previous round of testing, was unsure where to list this pay. To help clarify the type of pay that should be listed under bonus wages, the following instruction was added to the instruction sheet: “Bonus wages are wages paid in addition to the base wages. These include performance pay (piece rate pay beyond base wage), hazard pay, and bonuses that are paid each pay period. Commissions should also be reported under bonus wages. Do not include end of the season bonuses.”

An overtime wages definition was also added to the instructions: “Overtime wages are the wages paid for the overtime hours.”

In addition to the instructions, changes were also made to the survey questions. One major change was changing the reference period on the survey to the pay periods that include the 12th of the month. This change affected four questions that appear in Sections 1 and 3 of the survey. In addition, a new question was added to the questionnaire that asked respondents to report the length of their pay period (e.g., what is the length of the pay period that included April 12th?). Instructions were included on the instruction sheet to assist respondents with the pay period questions.

In changing the reference period, the Labor team requested that a new question be added to the questionnaire to measure the length of the pay period that included the 12th of the month for publication purposes. A second change requested by the Labor team was the addition of an “other specify” box to the “other” worker codes (code 15, 24 and 44).

Finally, the questionnaire was reformatted slightly due to the inclusion of the instruction pages. The removal of the instructions from the question text allowed all questions within the quarterly sections to appear on a single page rather than spanning two pages (e.g., all questions in Section 1 appear on one page).

In addition to these changes, at the request of Statistics Division, base hours and overtime hours were added to the questionnaire to help determine a wage rate when bonus and overtime hours were removed from total hours worked. The cognitive testing evaluated all these changes.

2. METHODOLOGY

Three rounds of cognitive testing were conducted.

2.1 Round 1 Data Collection

The first round of cognitive testing took place in Florida. Potential respondents were identified using list frame data from NASS’s Enhanced List Maintenance Operations (ELMO) database. All respondents were required to have some agricultural labor. Seventy-three respondents in Florida were contacted from HQ. Twelve refused to participate and 54 respondents could not be reached. The southern RFO also contacted 28 respondents. After making all these contacts, nine respondents agreed to participate. However, one cancelled, so in total, 8 interviews were conducted. One respondent screened out of the survey during the interview because he only had custom workers. However, he was probed on his understanding of the questions. Respondent characteristics can be found in Table 1.

Farm Type	Pay Type	Largest Number of Farmworkers
Fruits, Nuts, and Berries	Hourly	20
Fruits, Nuts, and Berries	Hourly, Piece Rate	60
Vegetables, Melons, and Potatoes	Hourly, Overtime, Piece Rate	1,068
Greenhouse, Nursery, Floriculture, Sod	Hourly	5
Greenhouse, Nursery, Floriculture, Sod	Hourly, Overtime	50
Aquaculture	Hourly	35
Aquaculture	Hourly	9
Cattle and calves	Custom workers (out of scope)	10

A copy of the questionnaire used during the Round 1 testing can be found in Appendix A. At the start of the interview, respondents were instructed to complete the questionnaire on their own.

Respondents were only required to complete Sections 1 and 3. Respondents were then probed on their comprehension of the survey questions. A copy of the interview guide used during testing can be found in Appendix B.

2.2 Round 2 Data Collection

The second round of testing took place in Oregon. Thirty-four respondents were contacted by field staff. Seven interviews were scheduled and all seven were completed. Minor wording changes were made to the questionnaire used in this round based on the recommendations from Round 1. In addition, a specify box was added for the other type of workers (codes 15, 24, and 44) at the request of the Labor Team. A copy of the questionnaire used during Round 2 testing can be found in Appendix C. Respondent characteristics can be found in Table 2. A copy of the interview guide used on Round 2 can be found in Appendix D.

Farm Type	Pay Type	Largest Number of Farmworkers
Christmas Trees	Hourly, Salary	23
Vegetables, Melons, and Potatoes	Hourly	85
Fruits, Nuts, and Berries	Hourly	17
Greenhouse, Nursery, Floriculture, Sod	Hourly	2
Dairy	Hourly, Salary, Bonus	7
Greenhouse, Nursery, Floriculture, Sod	Hourly, Salary, Overtime	460
Christmas Tree	Hourly	3

2.3 Round 3 Data Collection

The third round of data collection took place in Virginia. Fifty-five respondents were contacted by a field enumerator. Nine interviews were scheduled, and seven were completed. Based on the results of Round 2, the questions in Sections 1 and 2 were reordered. In the first interview of this round, the pay period question was placed between the screener question and the number of workers question. A copy of the questionnaire (version 1) used during the first interview of Round 3 can be found in Appendix E. However, the first respondent did not see Question 5 (150-day question) below the worker table. Single questions that are displayed after a table at the bottom of a page are often not seen by respondents on self-administered forms. Therefore, the questions were reordered again to improve the usability of the form. In interviews 2-7, the 150-day question was placed after the screener question and the 149-day or less question was added to the questionnaire. This was due to concern that if respondents were only asked about workers who worked 150 days or more before the worker table, they would assume they only needed to report full-time employees in subsequent questions. The pay period question was placed after the 149-day or less question. In addition to the changes specified above, the instruction “Report each worker only once” was moved to the last bullet in the instructions for reporting agricultural workers. A copy of the questionnaire used for interviews 2-7 of Round 3 testing (version 2) can

be found in Appendix F. Note that changes to the front page of the survey and the value of sales section were also tested during this round for the purposes of another study. Results from these sections will be presented elsewhere. Respondent characteristics can be found in Table 3. A copy of the interview guide used in Round 3 can be found in Appendix G.

Table 3. Round 3 Respondent Characteristics		
Farm Type	Pay Type	Largest Number of Farmworkers
Vineyard	Hourly, Bonus, Overtime	6
Greenhouse, Nursery, Floriculture, Sod	Hourly, Salary, Overtime	4
Equine	Hourly	6
Cattle, Field Crops	Hourly	18
Cattle, sheep, hay	Hourly	1
Cattle, pigs, hay	Hourly, Overtime	8
Vineyard	Hourly	8

2.4 Data Analysis

Data from the cognitive interviews were analyzed using the constant comparative method of analysis, which is a multi-step analysis for deducing findings (Strauss and Corbin, 1990). Using this methodology, analysts first reviewed the data with three research questions in mind: 1) how do respondents interpret the survey questions, 2) how do respondents formulate their responses and 3) can respondents provide an answer to the survey questions. During the initial pass through the data, codes were assigned to each respondent as patterns in the data emerged. These codes were reviewed and compared against the raw data to verify and refine the coding and identify emerging themes. In the final analysis step, a working theory was developed regarding respondents' comprehension of and ability to answer the survey questions and potential response error that may occur using the tested survey questions.

3. RESULTS

3.1 Round 1 – Florida

3.1.1 Instructions and Examples

The majority of respondents read through some of the instructions and examples before completing Section 1. One respondent did not read the instructions or examples before beginning. One respondent only read the instructions, and another respondent only read the examples before beginning Section 1. No respondents referred back to the instructions when filling out Section 1 despite being confused about how to answer questions in Section 1. One respondent, who only read the examples before beginning, referred back to the examples several times while trying to answer Question 3 in Section 1. However, she never read the instructions.

Initial Reactions to Instructions and Examples

When reading the instructions, some respondents commented on the type of pay they do or do not use in their operation. For example, one respondent indicated that she does not pay overtime and another respondent indicated that she does not pay piece rate or in-kind, but she does pay overtime. Another respondent indicated that most of the information presented in the instructions no longer applies to him because he only has custom labor and no one on payroll.

While reading the instructions on agricultural workers, one respondent asked, “Do you want outside employees or inside?” She said in the past, she was not sure if she should just report her greenhouse workers or if she should also report her office worker. Once she saw the table of worker codes and the code for office workers, she knew to include her office worker.

Two respondents indicated that they were confused by the instruction on how to select a worker code (“Report workers under the worker code in which they are working, not under the worker code for which they have been trained”). One respondent said, “Report workers under the worker code in which they are working, not the worker code for which they were trained. I don’t understand that. I don’t think that pertains to our particular operation.” This respondent operated an aquaculture farm and he trained his staff to perform multiple jobs on the operation. Another respondent asked, “As far as worker codes, what do you mean? The codes we use for insurance?” This respondent thought we were referring to codes used for workmen’s comp. This has come up in previous cognitive testing projects. She suggested adding “refer to page 5” in the instructions.

Total hours are the sum of base and overtime hours worked. When reading the instruction for total hours, one respondent asked, “Total hours for a certain week or the whole year?”

One respondent commented that she liked that respondents were instructed to report overtime wages. She indicated that when she completed the Agricultural Labor Survey in April, she interpreted the overtime wage question as having to report the overtime differential and this was difficult for her to do. She preferred to report the total wages paid for overtime hours worked (time and a half multiplied by overtime hours).

After reading through the instructions, two respondents indicated that the instructions were easy to follow. One said they were “pretty self-explanatory.”

Respondents had issues with the examples provided. Three respondents indicated that the examples were complicated. One respondent read through the examples, laughed and said, “This is like school. I’m going to have to read it over and over.” Another respondent also compared the example to school. A third respondent said, “I’m going to have to do math. I never did well with text questions.” He then commented that oranges would be a better example for the state of Florida.

After reading the piece rate example, one respondent indicated he did not agree with how we were asking them to report piece rate hours and wages. After reading the example, he said, “The problem with piece rate and trying to give hours is you don’t keep hours... Rate of pay is rate per piece. How many hours they worked is hard to figure out.” He said they do not track the hours the piece rate workers work. He said the only time they do is the first week they are picking

when the crop has not fully come in. He said during that week they may not pick enough to make minimum wage, and they will have to adjust their pay. However, once the crop comes in, they will always be picking above the minimum wage and they stop tracking hours. He said there is no way he would be able to provide hours worked for that group of workers because it is not tracked. The workers' hours vary quite a bit day-to-day depending on the weather and their schedule that day (e.g., some need to leave earlier than others due to other commitments).

Later Reactions

During probing on Sections 1 and 3, respondents were often asked to read through the instructions to see if reading them again would change how they would answer the survey questions. In terms of overtime wages, respondents said they would be willing to follow the instructions provided. However, in terms of piece rate, respondents said they would not be willing to follow the instructions. More detailed information on this can be found below.

3.1.2 Change in Reference Period

Most respondents understood to report workers on the payroll during the pay period that included April 12th. One respondent noticed this change immediately: "Oh! Okay. Did they change this? It used to be a specific date range. The problem is my pay period doesn't match your pay period." She said this was always problematic for her in the past since her pay period runs Monday through Sunday. She was very happy to see this change. Respondents generally indicated that it was easy to identify the pay period that included the 12th in their payroll records. One respondent who understood this change asked what to do if they were not working on the 12th. He said, "Some people might say April 12th. We were off that day." He then questioned what they should do in that situation. When asked how he would respond if this was the case for him, he said he would call the 800 number for assistance: "It's easier to call and have them walk me through it." His son, who was sitting in on the interview, then said the question was asking about the pay period that included the 12th. So if they were off on the 12th, they still would have worked other days that week and they would report the hours and wages for the other days worked during that pay period.

Two respondents were very confused by this change in reference period. One respondent interpreted these questions as asking about workers on the payroll during the *quarter* that contained April 12. When she was answering Question 3, she stopped and asked, "per week or are we doing per month?" The interviewer instructed her to complete the survey however she would if she received it in the mail. She looked back at the examples and then proceeded to answer Question 3, reporting the total hours and wages for the entire quarter that contained April 12th for the first group of workers. However, when she reported for the next group of workers, she reported the total hours and wages for the pay period that included April 12th. Her pay period is one month. Although she was reporting for the monthly hours and wages for the second group, she still had in her head that she should be reporting for the quarter. She became very confused when the wages were equivalent to what she normally pays those workers for one month of work. She indicated that she looked at the examples provided and inferred that we wanted her to report the hours and wages for the quarter. However, then she looked at the examples again and

said, “This one looks like it’s annual.” She then saw Question 4 and said this question should come before Question 3 to prime people to think about their pay periods. She subsequently wrote in “quarterly” next to the response options and circled it. When probed on how she would respond had this survey come in the middle of her pay period (since she pays monthly), she indicated that if it came in April, she would just wait until she did her taxes since she would already be completing other government paperwork. If it came at another point in the year, she would just estimate their hours and wages if the pay period was not complete.

The other respondent, who was confused by the reference date, understood the first two questions as asking about employees on payroll on a specific day (April 12). When she got to Question 3, she said, “I’d probably just do the whole month because you’re asking for a specific day” despite having weekly pay periods. She suggested revising the question to ask about “your” pay period as opposed to “the” pay period to prime people to report for their specific pay period.

3.1.3 Section 1, Question 2 – Number of Workers

Question 2 was not consistently probed on. Some respondents indicated that they did not report themselves in Section 1 because they do not consider themselves to be on the payroll. If they are on the payroll, they do not pay themselves consistently or pay themselves very little. One respondent, who did not report herself in Section 1, did later report herself in Section 3. This respondent did not read the instructions before beginning Section 1. However, she did read the “includes” for Question 1 in Section 3 and reported herself because it said to include paid family members.

3.1.4 Section 1, Question 3 – Worker Table

Worker Codes

When answering Question 3, most respondents understood they needed to locate the worker codes and assign a code to their workers. However, one respondent misinterpreted the term ‘worker code’ and thought the survey was asking him to report codes assigned to workers for tracking the number of pieces picked. When he read the first column header he said, “I don’t have codes. Other farms do. My son’s farm they have badge numbers to determine who picked what.” He said other farms provide their workers badges with numbers on them that are scanned and used to track the number of pieces picked each day. He said he would leave this question blank since his farm did not use this type of tracking system. The interviewer explained to him that he needed to use the codes provided on page 5 of the survey to group his workers. Once this was pointed out, he indicated that he didn’t read the full text of that column header but once he did, he understood what he needed to do.

Some other respondents understood they needed to locate the worker codes but had difficulty doing so. Two respondents stated that there were no page numbers on the survey. The page numbers were centered on the top of the page. However, the top half of the numbers were cut off during printing. Another respondent asked, “So where are you deriving worker codes from? It keeps referring to worker codes, but I see no chart of worker codes.” His son, who was sitting next to him and reviewing a copy of the form, showed him where they were. He said he had not

read that far yet. However, it did not appear that he read the instruction in the worker code column to refer to codes on page 5.

Once respondents located the list of worker codes, they often had difficulty finding an appropriate code. Sometimes this was because these respondents did not read the list of worker codes and all the examples in their entirety. As a result, they misinterpreted the meaning of particular worker codes. For example, one respondent debated listing workers who tend to live fish in ponds, set up pumps, and catch fish and bring them to the packing house under codes 11 (Field workers – Agricultural Equipment Operators Crop Nursery or Greenhouse) and 12 (Field workers – Farmworkers Crop Nursery or Greenhouse). When asked why she wanted to list them under Field Workers she said, “Because they’re staying outside – out of the buildings – and because the girls never go in the fields. They’re always in the buildings.” She interpreted the term “field work” as referring to working outside in fields.

Another respondent listed her greenhouse workers under code 11 (Field workers – Agricultural Equipment Operators Crop Nursery or Greenhouse). Her workers transplant, cultivate, put orders together, pack and ship. Then she said, “You don’t have what I do.” When asked what she meant by this, she said her workers multitask but “for greenhouses, you’ve got them operating... Farmworkers are only manual labor. I could do hand packing and packaging except it’s not all they do.” She then looked at the list more closely and realized she reported wrong. She said, “I looked at field workers first and then greenhouse was in the first category and I jumped into it.” She said when she saw the term “greenhouse” she assumed that was where she should list her workers, even though they do not operate equipment. She added, “I just saw farmworkers and I don’t really have a farm.” After reading the description for farmworkers, she realized this is where she should have listed her workers. She said, “That would cover pretty much everything. I should have looked harder at it.”

Similarly, two other respondents were unsure where to list their workers, as they did not read through the examples provided. One respondent asked, “Is there going to be a designation for aquaculture?” He then said he would have to list his workers under other. His son then pointed out that aquaculture was listed in the categories under livestock. To which he replied, “No, that’s livestock.” His son then pointed directly to where it said aquaculture. He said he just missed it when he read the descriptions. Another respondent initially thought her workers should go under farmworkers, but asked if the crop, nursery and greenhouse workers included sod. She then read through the examples and said that she had workers that would fall under both 11 and 12.

Finally, two respondents indicated that there was no worker code on the list that described some of their workers. One respondent indicated that they have three levels of management – “managers,” “supervisors,” and “leads.” The leads supervise everyone in attendance, moving products, picking, and if a worker needs a break, they ask the leads. But if a worker needs to leave the property, they ask the supervisor. She said she does not know where leads should go on our questionnaire. She said they are managing but if someone needs to take a break, they will cover for them: “They do multitask.” Another respondent indicated that there was not a code to describe her role on the farm. She said, “To some degree, I’m a supervisor but I’m really the marketing person. I mean I supervise but I spend more time marketing. Making sure websites

work and stuff like that.” Ultimately, she did not list herself on the questionnaire because although she is on payroll, she does not pay herself consistently.

Some respondents indicated that their workers could fall under multiple codes. Despite the addition of new language in the instructions indicating how to select an appropriate code, and despite appearing to read these instructions before beginning the questionnaire, these respondents were unsure how to handle this situation. When answering this question, one respondent said, “My people are very multitask, and they would fall under more than one category... we have to have people who can do more than one job in case someone calls out.” His son then reiterated that point, stressing that everyone does multiple jobs so they can cover for each other. He looked at the codes and said he would probably list everybody under code 21 (Livestock Workers Farmworker – Farm, Ranch and Aquacultural Animals). He said that code “covers the bulk of it.” He said there were several other codes people could fall under and then his son said, “Everyone does grading, sorting, and packing.” He said he would also list his son and wife under this same code, despite the fact that they also supervise the workers. When asked about this he said, “I suppose I could pull out two that could fall under first line supervisor.” He said they manage but they are also doing farm work. He said he would list them under 21 “for simplicity sake.”

Another respondent struggled quite a bit with the worker codes and recalled struggling with them when filling out the Agricultural Labor Survey in the past. One of the first things she said when she looked at the questionnaire was “My issue is with the codes.” She then said, “Most every one of my workers are first line supervisors.” She said, they have the ability to supervise, they stack on trucks; they are not harvesters. She thinks in the past she listed them as “Other workers not listed.” She added that she has truck drivers who drive but they also stack and pull weeds in blueberry fields. She then said, “It’s very difficult and I only have like 20 workers... I’m sure I put more under one section (worker code) because it’s easier than to separate everybody... So, what I normally do is pull out the three supervisors and myself and everyone else I put into 12.” Later during probing, she was asked to read the instruction on agricultural workers again and she said that helped clarify where to put them. The interviewer asked her what the people she listed under farmworkers did and she said they drive trucks, stack, grade, at the end of the season they pull blueberry weeds, clean the office if they need something to do, and drive port-a-johns. She then said, “Maybe I should have put them under 15.”

Similar to the respondent above, another respondent struggled with where to list her workers. When answering this question, she asked, “What if you have a worker that does 2 or 3 of these things?” She indicated that if she was filling this survey out on her own, she would throw it in the trash at this point. She then decided she would select the worker code for the task the workers spend the most time doing. She said a lot of her workers spend time grading and sorting. However, they also have to pack. “So, it’s like a 50/50 thing. If it was 75 percent of the time, I’d pick that one over the one that they only do 25 percent of the time. But some of them are 50/50.” She then said, “I also have my husband. I guess you would consider him – do you consider an owner a supervisor? My son also works in here as a supervisor, but he also goes and works with the livestock.” Although she read the instructions before answering this question, she did not

appear to read/attend to the instruction on how to handle these situations. After spending some time debating where to list her workers, this respondent was asked to read the instructions again. She read through the instructions for agricultural workers again and said, “One they spend the most time” overlooking the part of the instruction that said to report the worker under the code that required the highest level of skill. She debated where to list the workers some more and only after she read the instruction a third time did she attend to the part of the instruction about skill level. This helped clarify where she should list her workers. She said the text regarding how to select a worker code “all runs together.” She suggested reformatting these instructions so that the two criteria were bulleted, listing the text about the highest skill level first and where they spend the most time second.

Number of Workers

Once respondents had identified the worker codes, they felt were most appropriate, they generally did not have any difficulty providing the number of workers who fell under these codes. However, one respondent said she would have to call one of the farm managers to get the names of the laborers who operate equipment. She said she has all the workers listed as “farm laborers” in her payroll software and she knows some of them operate equipment, but she does not know which ones. Otherwise, she said it is easy to pull this information out of her payroll records. She said she has an organizational chart in her payroll system that has the manager at the top and the four supervisors under him and then she can drop down from there and see how many employees are under each supervisor. She said it is “really easy” to get a total number of workers for each worker code.

Total Hours

Most respondents had no difficulty providing total hours worked for their employees. These respondents indicated they could generate a report from their payroll for the total hours worked by group of workers. They could sum the total hours each employee worked. And, they could multiply the number of employees by 40 hours. One respondent indicated that she could generate a report for total hours worked and then subtract out the hours she, her sprayer, and supervisors worked from that total to get the total hours for the farmworkers. Although most respondents had no difficulty providing an answer to this question, three respondents had difficulty.

One respondent was unsure of the period of time she needed to report. She stopped and asked, “Total hours for all of them?” The interviewer instructed her to answer however she would if she were filling the survey out on her own. She went back and looked at the examples and said, “Total hours for all of them.” She then asked, “per week or are we doing per month?” She ultimately decided to report total hours for the quarter for the first group of workers. To get this number, she estimated that they worked 20 hours a week and then multiplied that by 4 workers and multiplied that by 16 week. Note: she was thinking there were 16 weeks in a quarter. But for the second group of workers, she reported total hours for the month, which is the length of her pay periods.

Another respondent indicated that it would be a very tedious task to determine the total hours worked for the pay period. To report this number he said, “I assume I’d have to have my wife go

through time cards and come up with the hours.” He said they would have to go through each worker’s timecard for that pay period and sum up their hours. Although they use QuickBooks for their payroll, he had no idea how to generate a report for total hours worked during the pay period. He and his son both thought the software could probably produce a report for total hours. However, they never bothered to figure out how to do it. They keep hardcopies of everyone’s timecards. He said going through the timecards for total hours would be “very aggravating for my wife. Everything is filed and she’d have to go back and look it up. It’s not something we have to keep up with.”

Finally, one respondent, who pays his workers piece rate, indicated that he would not report hours worked for his piece rate workers. While reading the instructions he said, “The problem with piece rate and trying to give hours is you don’t keep hours... Rate of pay is rate per piece. How many hours they worked is hard to figure out.” When answering Question 3, he said he would scratch out total hours since he does not track it for his workers. Instead he would write in the rate (75 cents per pound) in the total hours column and total pounds picked in the base hours column. He said there was no way he could even estimate the hours worked since some days they may work 3 hours, other days they may work 10. He said it also varied by employee. This respondent was then asked to read the instructions for reporting piece rate workers again. He said, “If they’re working 50 hours why are you paying them piece rate? Either pay hourly or piece rate.” Then he said, “That is what H-2A is. The problem is the farmer doesn’t pay them \$11 an hour. The farmer knows if they’re working like they’re supposed to, they can make more than \$11.” He could not understand why we were asking them to report hours for piece rate workers. He said even after having read through the instructions again, he would still report his piece rate workers the same way. He would scratch off hours and write in piece. He then said, “They want statistics on things we don’t care about. I understand why they want it. But for us, I don’t care. I’m trying to pick that stuff as fast as I can to make as much as I can before the price falls tomorrow... from the time we start picking it’s a race... I’m not worried about how many hours people are working. I’m worried about getting the fruit off.” This respondent did have hourly workers and said he could easily report total hours worked for them.

Base Hours

Several respondents, who did not pay overtime, indicated that the base hours would be the same number as total hours. However, a respondent who pays piece rate said he could not report hours for his piece rate workers because he does not track them. He said he would scratch off base hours and write in the number of pounds picked.

One of the respondents, who paid overtime wages, said she could separate base hours from overtime hours using her payroll records. The other respondent, who paid overtime wages, said her base wages would equal her total wages. This respondent said, “We do overtime a little different.” She said her hourly employees are paid a “coefficient overtime,” which she referred to as “COT.” She said a standard week is 40 hours. If someone worked 45 hours, it would show up on their paystub as 45 hours paid at their base rate and then the coefficient overtime would be 5 hours multiplied by half their base rate (e.g., 45 hours x \$10 + 5 hours x \$5). She then said that they have one salaried employee who is “salaried but is non-exempt.” She said the way this

works is if the salaried employee worked over 40 hours, she would get paid for the overtime hours at half of her adjusted rate based on her salary. For example, if her standard workweek is 40 hours and she is normally paid \$400 a week, then her wage rate would equate to \$10 an hour. If she worked 45 hours, she would still be paid her salary of \$400. However, that would lower her hourly rate to \$8.89 an hour. So, she would get her regular \$400 plus half of the adjusted rate (\$8.89) for each overtime hour worked. Her gross wages for that week would be \$422.22 ($\$400 + ((\$8.89 \times .5) \times 5)$). She is the only employee who is paid this way. The Department of Labor directed them to pay this employee this way since she is considered non-exempt based on her job duties. Despite reading the instructions before filling out the questionnaire, this respondent said she would report base hours as equaling total hours, because this is how it shows up on their paystubs. Later during probing she read the instructions a second time and she said she could just as easily report the hours how we were asking them to report base hours on the questionnaire.

Overtime Hours

Overtime hours were generally interpreted as hours for which workers were paid time and a half. Respondents who do not pay overtime said they would leave overtime hours blank, draw a line through it, or enter zero. Respondents who did not pay overtime did not find it burdensome to leave this question blank or enter zero: “That’s not a problem. We don’t pay overtime... We pay for every hour worked but we don’t pay time and a half.” One respondent who pays overtime said she could generate a report in her payroll for total overtime hours worked. The other respondent who indicated that she pays coefficient overtime and has a salaried non-exempt worker, indicated that she would only report the hours for which her workers were paid the overtime coefficient (.5) or half the adjusted rate. However, later during probing she reviewed the instructions a second time and said she could report how we are asking them to report overtime hours on the questionnaire.

Gross Wages

Gross wages were generally easy for respondents to produce regardless of how they paid their employees. Some respondents indicated that they could pull this number directly out of their payroll records for groups of workers. Other said they could pull out each employee’s gross wages for the pay period and would then have to sum them to get total gross wages paid. These respondents said they would identify the worker codes that only had one or a few employees in them and subtract their gross wages from the total gross wages paid to get the total gross wages for the worker codes that contained many workers.

One respondent calculated the gross wages by hand. She estimated the number of hours her worker worked a week and multiplied that number by their hourly rate and then by number of workers. She interpreted this question as asking her to report the wages paid to those workers for the quarter that contained April 12th. So, she then multiplied that number by “16,” thinking a quarter would contain 16 weeks. However, for the second worker code, she reported wages for a month, which was the length of her pay period.

One respondent said he would refuse to report gross wages. When scheduling the interview and at the start of the interview, this respondent stated that he was not comfortable providing

information on wages paid. When he got to this question he said, “I still have reservations about total gross wages – my payroll is my payroll – especially when it comes over here and breaks it down by how much I’m paying for overtime and how much I’m not.” When asked what he would do if he received this questionnaire in the mail he said, “I would not report it if I didn’t have to. It’s a little invasive for me.” The interviewer then asked him to explain how he would go about reporting wage information if he was comfortable reporting it. He said, “We get ghost stubs when we print checks. She (his wife) would have to go through all those and add them up.” As with the hours question, he indicated, “it’s not something we regularly run in QuickBooks.” He thought it was possible to generate this type of report in QuickBooks, but it is not something that they regularly do or would know how to do.

Base wages

Respondents, who did not pay overtime wages, said their base wages would always equal total gross wages. One respondent said, “Because we don’t pay overtime, I’m going to put the same thing there. To me, it’s the same.”

One respondent, who paid overtime wages, said she could not get base wages directly from her payroll records, but she could get gross wages and overtime wages. She said she would subtract overtime wages from the gross wages paid to get the base wages paid for that pay period. Another respondent who paid overtime also said it was easy to get this number; however, the number would be slightly different from what we are asking for. This respondent paid “coefficient overtime” and had one salaried worker that received an adjusted wage rate for overtime hours worked. She said the base wages for the workers who received the coefficient overtime would be the total number of hours worked, including overtime hours, multiplied by their normal hourly rate. For the salaried worker, who received an adjusted wage rate for overtime hours worked, the base wages would be her regular wages earned based on her salary.

Respondents, who paid piece rate, read the instructions before filling out the questionnaire but indicated they would not follow these instructions when reporting base wages. Both of these respondents said the piece rate workers base wages would equal their gross wages. One of these respondents said base wages only comes into effect when paying workers overtime wages. He said for piece rate workers, base wages are always going to equal gross wages. During probing, the interviewer asked him to read the instructions for reporting piece rate workers again. He said he had an issue with the first sentence in the piece rate example, which said “Sixty apple pickers worked 50 hours each during the pay period on piece rate pay, and they were guaranteed \$12 per hour plus additional wages based on piece.” He said, “You’re either going to pay them by hour or by piece. Yes, you have to guarantee them minimum wage. But you can’t do both.” He said they do not typically keep track of hours. He said he knows when there is fruit in the field to pick and that his workers are going to pick enough to make over \$12 an hour. So, he does not have to worry about tracking hours and making sure they pick enough to make minimum wage. The interviewer then explained that for piece rate workers the minimum amount guaranteed should go in base wages and everything over that should go in bonus wages and he said, “Well then you’re paying them by hour plus piece. That’s not how it’s done. You’re either going to pay them by piece or pay them by the hour. I don’t know anyone that does it that way.” He then said

if he received this survey in the mail he would “get frustrated because you’re asking the same question twice – base wages and gross wages. You’re figuring overtime. Well, there’s no overtime.” He then added, “Well, there’s the minimum – \$8.50 – but we don’t pay by the hour.”

The other respondent, who pays her workers piece rate, said initially, their base wages would be the same as their gross wages. During probing, she was asked to review the instructions again on how to report piece rate workers. She looked the instruction page and said, “They don’t have piece.” She then read through the wages instructions and said, “I don’t see anywhere where it says piece.” She then read through the examples again and said, “Oh, this is the piece rate. This is going to be harder. We pay them hourly and they get a piece rate.” She said this group of workers might weed for two hours at an hourly rate and then spend another four hours picking where they are paid by the bucket. She then added, “And then in Florida, minimum wage kicks in per week.”

She gave the following example: If a worker worked 2 hours at \$8.46 (minimum wage) and 4 hours picking 20 buckets at \$3.68 a bucket, he or she would make \$16.92 on hourly and \$73.60 on piece rate, which would total to \$90.52 for the day. If you divide that number by 6 hours, you would get an hourly rate of \$15.08 for that day. But if the next day, he or she worked 2 hours weeding at the minimum wage and then only picked 3 buckets, he or she would earn \$16.92 plus \$11.04 and that would equal \$27.96 for the day. If you divide that number by 6 hours, he or she would earn \$4.61 an hour for that day. She takes each worker’s total earnings for the week and makes sure that on average they were paid at least \$8.46 an hour and if not, she has to pay the difference.

To report base wages as the minimum amount guaranteed when they are working on piece rate would be difficult for her to do because there is no easy way to separate it out in her payroll system. She said all of her farm laborers are listed in her payroll system as “piece rate workers” even when they are being paid hourly. She inputs the hours worked as “pieces” and then puts in the hourly rate for what they were paid per piece. For example, if they worked 2 hours weeding and were paid \$8.46 an hour, she would put in 2 pieces at \$8.46 per piece. Under that same worker code, workers could be listed as picking 20 pieces at \$3.68 per piece. She said, “Technically, it’s piece rate even though there’s hourly in there.” To follow our instructions on how to report base wages for piece rate workers, she would have to multiply the hours worked by the state minimum wage and subtract that out from the total gross wages. She said she did not initially understand to do this after reading the instructions. She only figured it out during probing. She said when she reported her piece rate workers in April, she reported the same wages in gross wages and base wages and did not report any in bonus wages.

Similarly, another respondent, who has piece rate workers, hired through a contractor, said the way we are asking them to report base wages is counterintuitive to how they pay them. She said, “If I were doing piece rate, this example doesn’t make sense. It’s not really a bonus wage.” She interpreted these instructions as saying to report the minimum, they have to pay the piece rate workers in base wages and everything else they earn in bonus wages. She then read through the piece rate example again and said, “This is like school man!” She then said, “This is not how we report. If I were doing piece, this would be an absolute nightmare. We pay straight piece and do

a minimum wage adjustment. It would be a nightmare. I don't even know how I would do that." She then added that the minimum wage was based on the week's work. "You would have to do how many hours times minimum wage and whatever is over that is bonus. Okay.... This would take some time to figure it out." In her records, there are multiple lines per worker indicating how much they picked. The amount they picked is listed separately for commodity (strawberries vs. blueberries), "block" picked, shift worked, and by method of pay (hourly, piece, and adjusted minimum wage based on piece). She produced a 130-page report for 152 workers for one pay period (one week). Although she was not required to report these workers since they are hired through a contractor, had she been required to report them, she would not have been able to follow these instructions. "I would probably have to throw it away based on this week here. That's very difficult."

Bonus Wages

All the respondents interviewed said bonus wages would be zero. Some said they would leave this question blank, others would draw a line through it, and others would write zero. Many respondents indicated that they paid bonuses but only at Christmastime.

The two respondents, who pay piece rate, said they would not report wages under bonus wages, despite reading the instructions. These respondents disagreed with the instructions. One respondent said, "That's not how it's done." The other respondent, who paid piece rate, also disagreed with the instruction, and in particular with labeling any of the piece rate worker's pay as "bonus." She said, "We don't consider that to be a bonus. It's not a bonus. It's their pay rate for the activity that they're doing."

The interviewer asked this respondent if she would be more apt to report some of the piece rate wages in that column if the word "bonus" was replaced with "incentive." She said an incentive is "based on a flat rate. Anything above the hourly rate." She then gave the following example: If you pay packers \$8.46 an hour but tell them if they pack a certain amount of boxes that day, you will give a predetermined amount extra per box. She said they do this in their New Jersey operation. When asked why she considered that to be an incentive and not piece rate work, she said it was because "you're asking them to work harder. If they don't, they get the state minimum wage and if they do, they get a little more." She then added that incentives are pay given for that day's work. She said packers are always going to work a set amount of hours at a set wage rate. But you might give them an incentive to pack faster on some days. Piece rate workers' wages vary daily. One day they could make the state minimum wage or less and then next day they could make double or more depending on how much they pick. She said again that piece rate pay is not a bonus or an incentive. When asked if it would make more sense to change the column label to "bonus, incentive and piece rate pay," she said that would cover multiple pay structures. She then asked why we needed to separate "base" and "bonus" out for piece rate workers and commented again that they have to pay workers the full amount they earn on piece rate to get the crop harvested and workers expect it. She said it may seem like those workers are making a higher hourly rate. However, they are only working a couple months of the year and in the end, only end up making about \$25,000 a year. She said it is very difficult work, and they deserve to be paid what they are making.

Similarly, another respondent who has piece rate workers that are paid through a contractor did not agree with reporting piece rate wages in the bonus column. “If I were doing piece rate, this example doesn’t make sense. It’s not really a bonus wage.”

One respondent, who used to pay bonuses but no longer does, described an end-of-season incentive that others have described in previous cognitive testing studies. He said toward the end of the season, they have trouble keeping their workers. They often leave to go pick cucumbers or tomatoes or go to Georgia to start picking blueberries. Because of this, he gets short staffed at the end of the season. He will have another week to go and he will have only half the amount of workers that he needs. In the past, he made a deal with the workers at the beginning of the season. If they worked at least half of the picking period (April 10 through the end), he would give them an extra 5 cents per pound picked. He would consider this as bonus pay and it will show up in the last paycheck.

Overtime Wages

Respondents understood overtime wages to be time and half paid for overtime hours worked. The majority of respondents did not pay overtime. They said they would leave this column blank, draw a line through the response space, or enter zero. Some respondents mentioned that agriculture is exempt from overtime. For example, one respondent said, “We do not pay any overtime. We fall under the ag law that you don’t need to pay overtime.” She said once in a while, they do have to call workers in to work overtime, but they are not paid any extra for that. She said, “It’s straight time.” Another respondent stated, “So far in our commodity, we don’t have to pay overtime. I think if you’re incorporating that it just makes it that much harder because it adds another line.”

One respondent, who pays overtime, indicated that she was happy that we were asking for the total amount paid for overtime hours worked and not just the differential. She said it is easier for her to report total overtime wages paid because that is what is in her accounting software. To get just the differential (.5), she would need to put the numbers in excel and calculate it. This same respondent later asked “Why are you asking it? Agriculture does not pay overtime.” When asked which of her workers earn overtime she said, “The cleaning crew. Anyone who doesn’t work directly with product we harvest or pick.” She then said if they pack tomatoes that her operation did not grow and worked overtime hours, they would have to pay them overtime. She said they probably do that about 10 percent of the time during the year. She said the majority of what they pack is their own product, and in that case, they are exempt from paying overtime. She said truck drivers and mechanics, anyone listed under code 44, would also be eligible for overtime since they do not work with product. She then added that the graders in code 13 would also be eligible for overtime, because they clean and sanitize machines, and during that time they are not working with product and would qualify for overtime. She understood to report the total wages earned (time and a half) for overtime hours worked in this column.

As described above, the other respondent who pays overtime stated that she would not report overtime wages as instructed. This respondent pays her hourly workers “coefficient overtime” and has a salaried non-exempt worker. She indicated that on their pays stubs, they will be paid

their normal rate for total hours worked and then an additional amount for overtime hours based on the overtime coefficient (.5) or half the adjusted rate. For example, if an employee who earns “coefficient overtime” and normally works 40 hours a week at \$10 an hour, but during the pay period that included the 12th worked 45 hours, he would see on his pay stub 45 hours paid at \$10 an hour (\$450) and 5 hours paid at \$5 an hour (\$25). The salaried worker normally works 40 hours a week and earns \$400 a week, which equates to \$10 an hour. But if she worked 45 hours that week, she would still be paid \$400 and that would lower her wage rate to \$8.89 an hour. Because of this, she will be paid her normal wages (\$400) plus .5 times the adjusted wage rate (\$8.89) for each overtime hour worked. On her pay stub she will see \$400 for the 45 hours worked and an adjusted wage rate for the 5 overtime hours (\$22.23). However, later during probing she reviewed the instructions a second time and said she could report how we are asking respondents to report overtime wages on the questionnaire.

3.1.5 Section 1, Question 4 – Pay Period

Respondents all understood this question to be asking how long the pay period for which they were reporting was. Six respondents indicated that they paid their workers weekly and one respondent indicated she pays her workers monthly (one respondent indicated he had no one on payroll). The response options covered all the respondents’ pay period lengths, with the exception of the one respondent who misinterpreted Question 3 as asking her to report information for workers during the quarter that included April 12th. This respondent wrote “quarter” in next to the response options and circled it. This same respondent suggested moving this question to before Question 3 to prime respondents to think about their pay period.

3.1.6 Section 1, Question 5 – 150 Days

Only half of the respondents were probed on this question due to time constraints. One respondent indicated that he had no issues answering this question because his staff is there all year round.

One respondent understood what this question was asking but was unsure how she would formulate her response. She said, “And then the 150 days or more. That’s what? Four months? So, I have to go back and remember how many have worked since the beginning. We have a week’s worked report, which I guess I could pull up that report and see how many weeks they worked but that doesn’t say how many days.” She then said it actually might not be accurate because if she goes on vacation, she might issue two checks for one week worked. She will pay them for time worked before she left for vacation and pay them the remainder once she returns. Those two checks will show up as two weeks worked in her records.

Two respondents were confused by this question. When answering this question, one respondent asked, “What does it mean when you ask this question? When I do it in April, it’s definitely less than 150 days but June, July, it’s past 150 days.” She was interpreting this question as asking how many of the workers she reported have already worked 150 days or more. She did not see “will” in the question. She left this question blank. Later in the interview, the interviewer explained to her that we wanted to know how many of the workers reported for April will be

working 150 days or more. She indicated that she would have to provide a guess, but she would assume that all who were working during that pay period would work 150 days or more.

Similarly, another respondent was initially unsure whether this question was asking if they had worked 150 days by April 12th or if they would have worked 150 days or more during the entire year. When she first read this question she asked, “Do I have to go back before April or is that after April? Will be paid – so, I would think it’s in the future. That would just be a guess. All of them I’d hope.”

3.1.7 Section 3, Question 1 – Peak Number

All respondents who had agricultural labor on payroll had an issue with this question. When answering this question initially one respondent asked, “Today as it stands... During 2019.” After reading the question a second time, he realized it was asking for the largest number on payroll during the year. Similarly, another respondent was confused about the reference period. When answering this question, she said, “I don’t think I’ve ever answered that one. I don’t track how many I pay per day. It’s per week.” She interpreted this question as literally asking, what was the largest number of people she had on payroll for a single day, and since she had no way to track daily counts, she could not answer the question. She suggested changing the wording of the question to any given pay period rather than day.

Others were confused about whom to include in their count. These respondents did not appear to read the questions fully before answering. One respondent asked, “Is this strictly for farm employees? Or if I bring in a person to work on the roof, do I have to include them?” Another respondent asked if she should include non-agricultural workers. “They’re still pertaining to just the ag part? They’re not asking about company-wide, correct?” When asked how she would respond if she were filling this out on her own, she said, “I think because this is an ag survey, I would take it as particularly asking about ag.” She said they have 350 employees and only 50 or fewer are agricultural workers. Later in the interview, she noticed that the first include statement had the term “farm operation.” She said had she read that initially, she would have known to report agricultural workers only.

When answering this question, another respondent said, “During the season, it’s going to be contract workers. Oh! I’m sorry. You only want me to talk about what I’m including, and I exclude... I don’t know what you’re asking me. Any paycheck in 2019 what’s the largest number on one payroll? That’s a weird way to word it.” She said she would have to talk to her payroll company and get them to give her a list of workers to determine this number. She then read it again and said, “Was or will be... Okay, so it makes perfect sense to me. I wasn’t reading right.” She understood that she was not supposed to report contract labor anywhere on this survey since they are not on her payroll. She then said she did not know what report she would need to run to get this number. She said she would need to go through each week to figure it out. She then said she could think about when their peak is and pull out those weeks and come up with a number.

One respondent asked if she, her husband, and son should be included in this number. “Now does that include us? I don’t consider myself a hired worker. Oh! Include – I should go down...

so that is us.” She said she just “didn’t read far enough down.” This respondent did include herself and her husband and son in Section 1.

Another respondent did not read the instructions before beginning Section 1 and did not report herself. However, when she read this question, she interpreted it as asking her to include herself because the second include statement says to include paid family members. “That includes me. Paid family members and part-time workers.” She then asked, “What about me? Where do I come into this?” The interviewer then instructed her to answer the question how she would if she were filling the survey out on her own. She said, “I’d probably have 10. Exclude contract workers. What does that mean?” She thought contract workers were hired through a contractor. She referred to “migrant workers.” She then mentioned that they hire extra workers when they are transplanting, but she hires these workers directly and did not think this is what “contract workers” mean. She then asked what she should put for the largest number. Like other respondents, she was confused about the reference period. She said, “So far in 2019, if I include me it’s 6 but if you asked me this in August, I’d tell you 10.” The interviewer then instructed her to answer however she thinks she should, and she said, “It’s not saying first quarter or second quarter, so I’d say 10. This isn’t asking me for April the 12th.” During probing, she noted that it says here to exclude “value added” and commented that she interpreted value added to mean if she paid her webmaster to do something she could not do on her own and then said, “someone doing something I couldn’t do, so I hire them for a certain amount of time or a certain project.”

3.1.8 Section 3, Question 2 – H-2A Workers

Respondents were familiar with the H-2A program. Two respondents had workers in the H-2A program. Before she read this question, one respondent asked at what point will the survey ask about H-2A workers. One respondent, who had H-2A workers that were hired through a contractor, was unsure how to answer this question. She said, “That would be yes because we do have H-2A. Well but they’re not on our payroll. I pay a contractor, and he pays the workers. How would you answer that?” When asked how she would answer this question she said, “They’re not on my payroll. They are not our direct employees. We lease our labor camp to them, but they’re under the control of the contractor not us.” She said she would answer no to this question, because they are not on her payroll. Another respondent hires “migrant workers” once a year to pull up plastic. She said her farm does not bring them to United States; someone else does. But she does pay them directly and she checks their social security cards. They are only on her operation for a short period of time, usually at the end of winter. She does not think they are H-2A but was not sure. She ultimately decided to not report them since they have not worked on her farm in 2019 yet.

3.1.9 Other Comments

Some respondents discussed the burden associated with this survey. One respondent indicated that she never completed this survey until she learned that the data from this survey are used to determine the adverse effect wage rate. She said she was so annoyed with how often she was contacted to complete this survey that she blocked the local enumerator’s telephone number. Another respondent complained about the timing of NASS surveys. He said, “The timing of

these things! The department of Ag sends me this big booklet every year and they always send it the second week of March. I'm working my ass off and they want that thing." He said it's the same with worker's comp. He said, "If you want the surveys back, you've got to find out when they're working." He said he has no problem filling out surveys, but if they come during harvest, he is just going to set them aside. "Don't send it to me in the middle of April if you want it filled out. Send it to me in December when we're not doing anything... small guys like me don't have time." He then added that it is not just NASS that is asking for stuff from him. It is food safety inspections and labor inspections. He said he had four inspections in a 10-day span. "Every time I turn around somebody is wanting something." Finally, one respondent was reluctant to provide any information regarding the wages he pays to his employees. He felt the questions were very intrusive.

3.1.10 Round 1 Recommendations:

1. Adjust formatting so that page numbers are more visible.
2. Add "Provided on page 5" to instructions regarding worker codes on the instructions.
3. Add instructions for reporting pay period to the instructions.
4. Reformat instructions for selecting a worker code when more than one code could be applicable to increase the chances that it is read.
5. In Sections 1 and 2, change question 3 to read "during your pay period" instead of "during the pay period."
6. Test the wording of "bonus wages" further to determine if this label needs to be changed.
7. Relabel "field workers" to "Crop Nursery and Greenhouse Workers" in the worker code table.
8. Edit the Farmworkers – Crop, Nursery and Greenhouse Workers description to reduce the amount of text.
9. In Section 3, change wording of Question 1 to "agricultural workers" instead of "hired workers."
10. Delete includes and excludes from Question 1.
11. Revisit adding grading and sorting to Livestock Farmworker category description.
12. The Labor Team also requested that a "specify type of other workers" be added to the list of worker codes for codes 15, 24, and 44. This was added directly into the worker code table.

3.2 Round 2 – Oregon

3.2.1 Instructions and Examples

Three respondents skimmed the instructions and examples before beginning the questionnaire, and one respondent appeared to read the instructions and examples more thoroughly. One respondent only read the instructions and did not read the examples. The other two respondents skipped the instructions and examples entirely. One respondent, who read the instructions, asked if this survey was asking about labor in 2018. She was not able to determine this from the instructions and looked back to the front page of the survey and inferred from the screener questions that it was asking about 2018. However, when she later began answering the questions in Section 1, she realized the survey was asking about labor in 2019. As in the previous round of testing, one respondent commented on the complexity of the examples. After reading through them she stated, “I’m moving on, I feel like this will make more sense once I start.” One respondent commented that the examples did not apply to him since he does not pay overtime or piece rate.

Despite not reading the instructions and examples in their entirety, the majority of respondents in this round of testing referred back to the instructions or examples when completing the questionnaire. Respondents referred back to the instructions to confirm that they should only report agricultural workers and not report contract labor. One respondent also read through the instructions again to determine how to assign worker codes. He said he could recall reading somewhere “that I take the highest paid or hours worked, I think.” He re-read page 2 until he found the worker code instructions. He then flipped back and forth between the instructions and the list of worker codes several times until he identified the appropriate codes. Some respondents referred back to the examples to determine how to report wages. When completing Question 3, one respondent, who only glanced at the instructions but did not read them, stopped and said, “Wait, what is gross, base, bonus wages? This seems new... you are really getting complex here.” This respondent could recall completing this survey in the past and was confused by this change. He then went back to the examples, and said, “Oh more breakdowns, this makes it harder, but <payroll person> can probably do it.” One respondent indicated that he reviewed the examples to confirm that he should be reporting total wages for his workers. Another respondent also indicated that he reviewed the examples to verify how to report wages, but he did not specify what information he was looking for.

Later Reactions

Respondents were asked to refer back to the instructions after they had been probed on their responses to questions in Sections 1 and 2 to see if they would change any of their answers after reading the instructions again (or for the first time). For the most part, respondents indicated that they would not change how they answered the questions, even if they had answered incorrectly. For example, respondents excluded workers they should have included even after re-reading the instructions. The one exception is re-reading the instructions (or reading them for the first time) helped respondents understand to not report end-of-season bonuses. However, no respondent reported end-of-season bonuses since the reference period was the pay period included April 12th. More detailed information on this can be found below.

3.2.2 Change in Reference Period

Four of the seven respondents understood to report workers on the payroll during the pay period that included April 12th. As in the previous round, three respondents welcomed this change to the questionnaire. Two respondents indicated that it was difficult in the past to report for a reference week as it did not align with their pay period. The other respondent indicated that he was happy to see that NASS realized that everyone does not have the same pay period.

Three respondents were confused by this change. One respondent did not express confusion until she got to Question 2. When reading Question 2 she asked, “You are talking about my pay period? I use one month, so I can give you my month numbers for April?” The interviewer instructed her to complete the questionnaire as if she had received it in the mail. She then said that she assumed she could report her monthly pay period since the question says, “your pay period.” As she continued to fill out the questionnaire, she saw Question 4 and that helped clarify that the questions were asking about her pay period. She said, “Oh, here it is. You should ask this question before you ask me for the number of workers so I know I can answer for my month.” Similarly, when completing this section another respondent asked, “You mean my pay period, right?” The respondent then looked down the page and saw Question 4 and said, “Oh, you have that question here (pointed at Question 4). That question should be earlier.” Despite realizing that he could report for his pay period, which was two weeks long, he ultimately reported for one week only. It was not determined why he did this. A third respondent was confused by the reference period in Question 1. Similar to a respondent in Round 1, he thought the question was asking if his employee worked on April 12th. He said the word “included” in the question led him to interpret the question in this way. This respondent indicated that his employee did work on April 12th but had he not, he would not have reported him on the survey. The interviewer instructed him to refer back to the instruction page. Once he read through the instructions, he understood that the questions were asking him to report the pay period that included April 12th.

Two respondents indicated that they would not complete this survey until their payroll period had ended. One of these respondents pays his employees biweekly. The other respondent had two different pay periods – her hourly workers are paid weekly and salaried workers are paid monthly. This respondent indicated that she has never completed the Agricultural Labor survey on time because it was too difficult to report hours worked and wages earned before her payroll has ended (This operation is classified on our database as an opdom = 99 record because the respondent reports their workers for several operations all together).

3.2.3 Section 1, Question 2 – Number of Workers

The majority of respondents answered this question easily, reporting agricultural workers on their payroll for the pay period that included April 12th. Respondents excluded themselves and family members when they were not on payroll. For example, one respondent indicated that she and her husband are not on the payroll and said, “It’s clear you want hired workers.” However, this same respondent also excluded her administrative staff and truck drivers as she assumed the questionnaire was only asking about farm laborers. She continued to exclude them even after reading the instructions. Similarly, another respondent excluded his managers and his

bookkeeper in this section. When asked why, he said he did not know. Later when the interviewer asked him to review the instructions for agricultural workers he said, “Now, I wouldn't have read those, so does it really matter?” As mentioned above, one respondent referred back to the instructions when answering this question to verify that he should not include his contract labor. Similarly, another respondent, who used to hire contract labor, indicated that he was unsure if he would need to report them, had he employed them this year. He then looked in the instructions and was able to locate the instruction to exclude contract labor. All other respondents, who hire contract labor, understood to exclude them. As mentioned above, one respondent was confused about the reference period. When answering this question, she asked, “You are talking about my pay period? I use one month, so I can give you my month numbers for April?” She assumed she could report all workers on her monthly payroll since the question said, “your pay period.”

3.2.4 Section 1, Question 3 – Worker Table

Worker Codes

Respondents in this round all understood they needed to locate the worker codes and assign them to their workers. Improving the visibility of the page numbers may have eliminated the issue of respondents not being able to locate the worker codes.

Respondents continued to have issues selecting the appropriate worker codes. In all cases, this was due to the fact that their workers perform more than one job and could be listed under more than one category. Reviewing the instructions for assigning worker codes again did not always help alleviate this issue. For example, one respondent indicated that his worker could fall under codes 11 and 12. He did recall reading an instruction on assigning worker codes. He went back to the instruction page and re-read it. He said that his worker drives heavy equipment and that code 11 (equipment operator) seems to require a higher skill level overall and can be dangerous. However, the worker also prunes trees, which is also a high-skill job, but is not dangerous. He ultimately selected code 11 because of the increased danger. However, he added, “I would let some people drive that tractor that I would never let touch my trees!”

Others who had difficulty selecting an appropriate worker code did not review the instructions until they were told to do so. In one case, the instructions were helpful and in another case they were not. In one of these interviews, the respondent indicated that his worker could fall under codes 11 and 12. He said his worker drives equipment occasionally, but does mostly tilling, cultivating, using hand tools, as it says in worker code 12. The interviewer instructed him to review the instructions on assigning worker codes. Then the respondent decided to list his worker under code 12 because, although driving equipment and properly caring for trees are very different skills, they both require a high level of skill, and the worker spends a lot more time with the trees than on the equipment. Another respondent, who felt she could list her workers under multiple categories asked, “What if they do many things? My workers fall into both of these (pointing at 21 and 12. And here (pointing at 11). All of my workers work with the cows, but two of them work with crops, cows, irrigation, so they fit in both of these (21 and 12) and maybe 11... Well, 12 says 'hand tools' but you can't cultivate with hand tools. So, I am not sure

anymore where to put them.” She decided to list all her workers under code 21 (Livestock Farmworkers) since her farm is a dairy. The interviewer then instructed her to read the instructions on assigning worker codes. After reading the instructions she said, “You have here that I should pick the highest level of skill, but I think they are all still livestock farmworkers. The heavy equipment, a few of them may use, is for hay and corn production, but their main job is the cows, so I want to put a livestock code.” She said she would not list them under livestock equipment operators because the equipment is used to harvest corn and hay.

Another respondent indicated that on any given day his workers could fall under codes 12, 13, 14, and/or 15. He said his workers may be out in the field in the morning when the weather is nice, but then in the packing house in the afternoon. Without reviewing the instructions, he said he would probably put them all as code 12 because it seems to capture the most jobs they do. He also noted a couple times that they do not assign codes like this to their workers in their records.

In one interview the farm operator and the payroll person disagreed on how to code the workers. The operator indicated that he would list the laborers all under code 12, and then list about 35 employees under code 31. He also said he would not report the salaried employees since they would not be paid during the payroll week that contained April 12th (salaried employees are paid monthly). The payroll person, who normally completes this survey, indicated that she would divide the laborers between codes 11, 12, and 15. She would not report all 35 employees under code 31 since she views some of those individuals as “higher paid farmworkers.” She also indicated that she would not report the salaried employees because she interpreted these questions as asking about persons on the payroll during that time period, not who was paid during that time period. She indicated that these individuals include sales people, office staff, payroll, reception, advertising, IT, HR, customer service, etc. She said they would go into other workers, code 44. As others have indicated in previous rounds of testing, the payroll person indicated that she spends a lot of time assigning worker codes to their workers when she completes this survey.

Some respondents focused on the worker code headings when selecting the appropriate worker codes and did not read the descriptions. Changing the main worker type “field workers” to “crop, nursery, greenhouse” did appear to help respondents see the distinction between workers who work with crops versus those working with livestock. Not reading the descriptions led to misreporting in one interview. This respondent only read the worker code labels and placed her workers under code 15. When asked why she listed them here, she said because she has a Christmas tree farm and she thought the other codes were for crop, nursery and greenhouses.

One respondent did not report his mechanics because he did not consider them to be agricultural workers.

Three respondents selected the other categories (15, 24, 44) but did not write anything in the specified space. Two respondents indicated that they did not see this instruction. One respondent indicated that she would need to list too many types of workers and would not take the time to do so. She said these individuals were sales people, office staff, payroll, reception, advertising, IT, HR, customer service, etc.

Number of Workers

Respondents did not have any problems reporting the number of workers that fell under each worker code. Some respondents did report that they would have to spend time coding their workers in order to determine which code to place them under and how many fell under each code.

Total Hours

This question was generally easy for respondents to answer. Some respondents indicated that their employees all work the same hours every week. Some respondents indicated that their employees all work different hours, but they work the same number of hours every week. Others indicated that the number of hours their workers work vary every week. To report total hours, some respondents indicated that they would pull this number out of their records. Others hand calculated total hours based on recall or estimates of individual worker's hours, or by looking in records and hand calculating the numbers. As in the previous round, one respondent summed up the hours worked for all employees and then subtracted out the supervisors' total hours. One respondent indicated that he would need to get this information from his payroll person. The payroll person said she has total hours worked for each employee in her records and she would sum them up to get a total.

When answering this question, one respondent verified that she could report total hours for her pay period, which was one month long. She asked, "You want me to report for the month, right? That's what we use, a month." She then skimmed the rest of the page and saw "one month" in Question 4. She said, "Oh, here it is" and checked the box for 'one month' in Question 4 and then went back up to Question 3.

Another respondent only reported hours and wages for one week even though his pay period is two weeks long. It is not clear why he reported this way.

Base Hours

The majority of respondents indicated that their base hours equaled their total hours since they did not pay overtime. Consequently, these respondents entered the same number in total hours and base hours. One respondent drew an arrow from total hours to base hours and said these two numbers would be the same since they do not pay overtime wages. A respondent, who does pay overtime when there is a labor shortage, indicated that hours are broken out in her payroll system and she could report base hours separate from overtime hours. Only one respondent indicated that she did not know what base hours were. She said, "I don't know what 'base' is, but I know it's not overtime, so I am going to put all hours there." She confirmed that her operation does not pay overtime wages.

Overtime Hours

Respondents all understood overtime hours to mean hours for which employees were paid a premium (e.g., time and a half) for extra hours worked. A few respondents indicated that agriculture is exempt from overtime in Oregon. Others simply indicated that they did not pay

overtime. One respondent said, “They sometimes work overtime hours, but they don’t get overtime pay.” He said he would not report this time under overtime hours since they were not paid a premium for it. Respondents who did not pay overtime either left this question blank or entered a zero.

One operation did pay overtime occasionally as an incentive when there was a critical labor shortage. This respondent indicated that in these situations they would pay overtime wages for hours worked beyond 48 hours. Base hours are separated from overtime hours in her payroll system and she could easily report this if it occurred during the reference period.

Gross Wages

Some respondents indicated they would access records when reporting gross wages. Others calculated gross wages by hand (e.g., multiplying wage rate by total hours worked). As in the previous round of testing, one respondent summed all her supervisors’ gross wages and then subtracted that number from the total gross wages paid to all employees. One respondent indicated that he would need to contact his payroll person to get this information. Respondents correctly excluded benefits such as housing and insurance from gross wages paid. No respondents paid workers in-kind.

Base Wages

Most respondents indicated that their base wages would always equal their gross wages since they do not pay overtime. These respondents entered the same number in base wages as gross wages. One respondent said he assumed that base wages were gross wages minus bonus and overtime wages. This respondent drew an arrow from gross wages to base wages. Another respondent, who does pay overtime, indicated that the base wages are recorded separate from overtime wages in her payroll records. Thus, she could easily report base wages. A respondent, who pays piece rate (but not during the reference period), indicated that they pay the workers an hourly rate and then a piece rate on top of that. She would report only the wages paid at the hourly rate in the base wage column.

Bonus Wages

No respondents reported bonus wages during the cognitive interviews. Respondents either entered zero or left the response space blank. When asked how they interpreted bonus wages, many respondents indicated an end-of-season bonus. These respondents indicated they would not report these bonuses since they were not given in April. Several of these respondents were asked to read the instructions regarding bonuses again during probing. After reading the instructions, they understood to exclude end-of-season bonuses. One respondent said he would report end-of-season bonuses depending on how hard it was to report. When asked to elaborate he said, workers are paid performance bonuses one to two times a year. However, the person getting a bonus during our reference week may not be on the payroll during that week. The interviewer then prompted him to read the instructions on bonuses to which the respondent replied, “I thought you said to do what I would do if you weren't here” and did not re-read the instructions.

Others interpreted bonuses differently. One respondent, who had a dairy, indicated that she provides two kinds of bonuses – one that is paid monthly and an end-of-season bonus. She said, “My one milker gets a bonus each month based on the quality of milk produced. That would go in the bonus column.” She said she would only report the end-of-season bonus if it occurred during the reference week; however, after reading the instruction again during probing, she understood to exclude end-of-season bonuses. She would still report the milk bonus in the bonus column since it is paid regularly.

Two other respondents interpreted bonus wages to be piece rate pay. One respondent said bonus wages would be “per diem pay, if we paid an hourly rate and then more. But we don’t do that.” Another respondent, who does pay piece rate (but not during the reference period), said she would report what was paid per piece above the hourly wage in the bonus column.

Overtime Wages

No respondents reported overtime wages, which they understood as referring to wages paid at a premium (e.g., time and a half) for additional hours worked. Respondents either entered zero or left the response space blank. One respondent indicated that they occasionally pay overtime when there is a labor shortage. She said base and overtime wages are broken out in her payroll system, and it would be easy to report separately. Another respondent indicated that she does pay overtime to truck drivers, but she did not report them on the survey since she thought it was only asking about workers who work directly with the trees. She also said base and overtime wages are recorded separately in her payroll. At the end of the interview, one respondent indicated that she was surprised to see a question on overtime wages on this survey. She said, "Overtime gave me pause. I have three workers who will go over 40 hours in some weeks, during busy time. But I don't pay them overtime, so I didn't include any overtime hours or wages. The functionality of a farm is different than other industries, so no overtime." She added, “If my husband was on the payroll, I may have put some overtime hours for him, but he is not on the payroll.”

3.2.5 Section 1, Question 4 – Pay Period

One respondent indicated their pay period was one week, four reported it was two weeks, one reported it was one month, and one respondent reported some of his employees were paid once a week and others were paid once a month. In general, this question was easy for respondents to answer.

This question was initially added to the questionnaire to determine the length of the pay period that respondents were reporting in the worker table. However, respondents who were unsure of the reference period in the worker table, used this question to help clarify that they could report for their pay period. Subsequently, these respondents thought this question should precede the worker table.

One respondent was confused about the reference period when answering Question 2. She asked, “You are talking about my pay period? I use one month. So, I can give you my month numbers for April?” When she later read Question 4, she said, “Oh! Here it is. You should ask this question before you ask me for the number of workers so I know I can answer for my month.”

Similarly, another respondent was unsure if he should be reporting for his pay period when answering Question 3. When answering this question, he asked, “You mean my pay period, right?” Like the previous respondent, he then looked down the page and saw Question 4 and said “Oh, you have that question here (pointed at Question 4). That question should be earlier.” When answering Question 3, another respondent asked, “Don’t you need to know my pay period length for this? ...what if I have a different period than someone else? How will you know that?” He then glanced at the columns of the table and then down the page, and saw Question 4 and said, “Well why you put this way down here? If you put that up on top, I don’t think I would have been confused on the exact day the 12th.” Note that this respondent initially reported zero workers in Question 2 because he thought the question was asking how many workers he had on payroll on April 12th.

Finally, as mentioned above, one respondent indicated that he has two different pay periods. Salaried workers are paid once a month and all other workers are paid weekly. He checked both “one month” and “one week” when answering this question.

3.2.6 Section 1, Question 5 – 150 Days

One respondent interpreted this question as asking how many of the employees reported in this section will work 150 days or more. Another respondent indicated that he did not know what this question was asking. His payroll person interpreted the question as asking how many of the employees were full-time. She said she has a code for full-time and part-time employees in her payroll system. She would use this code instead of trying to figure out how many days they worked. A couple of respondents interpreted this question as asking how many employees work year-round. One of these respondents only reported one employee for April, and he answered one to this question. The other respondent initially answered four and said she had three to five employees who worked year-round. When asked what she thought this question is asking, she said, “Year-round, but now that I re-read it, it says a specific number of days.” She said she has three to five workers that are there all year-round. She then said, “Well, there are 25 workdays per month, so that is six months they have to work. They all do that.” She then changed her answer to five.

Two other respondents interpreted this question as asking how many employees work at least half the year. Similar to the previous respondent, one of these respondents tried to determine how many working days there were in a month. He said, “Okay, so there are 20 workdays in a month, so I guess you are asking if he worked more than one-half the year. He does take off for some long periods, but not that much.” He said when he has high schoolers working on his farm, they are only typically there about 90 days, so they would not be included in this question had they worked in April. The other respondent said that probably everyone who worked in April would be with him more than half the year, except the high school kids. He could not remember how many high school kids he had in April, so he put in a question mark. He said that in other quarters, this would be a difficult question to answer. This is because many of his workers also work on other farms. He sometimes hires 80 people to make sure 50 show up. However, he does not necessarily have the same 50 people working on his farm week to week. He said his core group of workers is pretty small, maybe 10-20 in any given year.

Finally, one respondent reported seasonal workers when answering this question. These workers were not included in her responses to the other questions in Section 1. She indicated that she did not report these workers in the previous questions, because they had not begun working in 2019 yet but will begin soon.

3.2.7 Section 3, Question 1 – Peak Number

Respondents appeared to consider the same types of workers when answering this question as they did when responding to other questions in Section 1. Note that respondents, who excluded workers in Section 1 that should have been included (e.g., managers), continued to exclude them when answering this question.

Respondents interpreted this question as asking for the maximum number of employees on the payroll in 2019. This was an easy question for some respondents to answer since their payroll did not change much or because they could recall how many workers they needed at busy times such as harvest. Other respondents had difficulty interpreting and answering this question.

One respondent asked for clarification regarding the reference date: “Okay, so during THIS year? We are still in 2019, right?” Similar to the previous round, a respondent in this round indicated that they do not track their workers by day but rather by pay period. However, he knew that during his peak season, they typically have about 450 people on the payroll. Another respondent was unsure how to answer this question. He said that he often calls workers in at the last minute and to determine this, they would need to go back through their payroll system. He thought that would be too burdensome to do. Instead, he would guess the number they have when they are at full capacity in August, which is typically 85. He said some of the 85 would be part-time, some full-time in any given week. However, he said on rare occasions he may have up to 200 people working during a single day.

3.2.8 Section 3, Question 2 – H-2A Workers

Most respondents indicated that they were familiar with the H-2A program, but they do not hire any H-2A workers. Two respondents indicated that they were not familiar with this program. One of these respondents said that he assumed he does not have any. The other respondent said, “I don't know what this is, so I will say no.”

3.2.9 Other Comments

The majority of respondents in this round of testing indicated that they would access payroll records to complete this survey. Some respondents indicated that they would need to either contact their payroll person or have that person complete the survey. A couple of respondents indicated that they would not be willing to provide estimates but would have to wait until their pay period ended and their payroll was complete.

Some respondents discussed the burden this survey placed on their operations. A couple of respondents questioned the benefit of this survey. One respondent said NASS surveys have “no value” and asked, “What is the benefit to me?” Another respondent indicated that he would not fill out NASS surveys if his wife did not make him. However, his wife also indicated that she

questions the accuracy of the data produced from the surveys. She said the surveys are so hard to complete that it makes it hard to provide accurate data. This respondent also indicated that she prefers to have an enumerator collect the data rather than self-reporting. In particular, she liked having someone available who could answer questions regarding the survey. She recommended putting the name and phone number of a local NASS staff member on all questionnaires. Two respondents indicated that it takes too much time and effort to respond to this survey. One of these respondents described responding to NASS surveys as "one more thing to do." When completing Section 1, this same respondent asked, "Why do you need this? This is a lot of work for me and the bookkeeper." The other respondent indicated that it takes two and a half to three hours to respond to this survey because they operate five farms and the workers move back and forth between the farms. This respondent, who had a monthly payroll, indicated that she would not respond to this survey until her payroll was complete because it is too difficult to do so. She said they never make the deadline that NASS sets for this survey: "In the past, they start calling us and we don't have payroll done yet."

As in the previous round, a few respondents complained about the timing of the Agricultural Labor Survey. One respondent indicated that he receives this survey during his harvest season (August-October) and he is too busy to respond. He would prefer to receive the survey between December and February when he is not busy. In contrast, another respondent indicated that this survey would never capture his busy season. He said he is most busy in August and September. However, the survey would never capture that time period. He questioned whether he should inflate his numbers in order to account for this.

3.2.10 Round 2 Recommendations:

1. In Sections 1 and 2, move Question 4 (What is the length of your pay period that included April 12th?) to before Question 2 to prime respondents to think about their pay period.
2. Keep the changes that were recommended in Round 1 and implemented in Round 2.

3.3 Round 3 – Virginia

3.3.1 Instructions and Examples

Two respondents read the instructions thoroughly before beginning the survey. Two respondents read the second page of the instructions only. One respondent skimmed the instructions, and one did not read them at all. One respondent, who was confused throughout the survey, thought the instructions were the survey questions and attempted to answer them.

Three respondents (one who read thoroughly, one who skimmed, and one who did not read them) indicated that they never read instructions before beginning surveys. One respondent said, "I hate instructions. Nobody reads instructions." Another respondent indicated that she only reads instructions when she does not know how to answer something: "I start the survey and when I don't understand something I go back and read them." Her husband then said that those are referred to as the "corrections, not the instructions." She then added, "I think most people

would do that... I just want to know about the part that applies to me.” Similarly, another respondent indicated that she was looking for information in the instructions that pertained to her. When she saw the example for reporting overtime wages, she figured she did not need to read the instructions since she does not pay overtime.

Two respondents who read the instructions commented on the length of the instructions. When one respondent began reading the second page of the instructions she said, “I’m ready to hand this back. I mean it’s not confusing. It’s not confusing.” She then read through the second page and said, “If I received this, I wouldn’t fill this out. It’s absurd. I find it complicated. We have a fairly simple operation.” Another respondent commented that he liked the examples provided in the instructions and that examples are “always helpful.” However, he did not expect the level of detail that was shown in the examples.

A few respondents, who read some of the instructions, had questions about the information presented in the instructions. When one respondent was reading the instructions for reporting agricultural workers, he asked, “When you say, directly hired vs. contractor, what do you mean?” He was unsure if workers, whom he hires and pays directly and provides a 1099, would be considered a contractor. But after reading the instructions a second time, he was able to figure it out: “I think you mean that you don’t want workers hired through a contractor, not someone hired on a contract basis. So, I would include those.”

Another respondent was confused about how workers were assigned worker codes in the two examples. He flipped back and forth between the examples and the worker code table several times and then asked, “The one question I have regarding the example, which is helpful, is why are they in different categories?” He said it was not clear why workers in the first example are listed under code 12 and workers in the second example are listed under code 14. He then realized that the first example was referring to apple pickers and the second example was referring to apple packers. He said those words – pickers and packers – are so similar that when he was reading quickly, he thought they were both apple pickers. He suggested using a different job or commodity in the second example.

Some respondents, who did read the instructions, reported information incorrectly and did not indicate they had comprehension issues or refer back to the instructions at any point. For example, a couple of respondents, who read the instructions, did not report for their pay period. One of these respondents also reported workers under more than one worker code and did not include in-kind payments in gross wages.

Later Reactions

Both respondents who did and did not read the instructions had questions while completing the survey. Most did not refer back to the instructions to answer these questions, but a couple did. One respondent, who did not read the first page of the instructions, had several questions that were addressed on the first page. When these questions arose, he did refer back to the instructions and found the answers to his questions. For example, when answering Question 1, this respondent was unsure if he should report his H-2A workers. He looked back at the instructions and read the first bullet under instructions for reporting agricultural workers and

determined that he should include them because it said, “directly paid by the operation” and he pays all of his H-2A workers directly. When completing the worker table, this respondent also asked if he should report each of his workers on separate lines, and he initially did so. However, when he read the second question (number of workers), he referred back to the examples in the instructions and commented, “That is too many hours for one person... I guess I put them all together for the same type. That might be harder for me to do the math.” He then erased his original entries and reported workers who fell under the same code on the same line. Finally, when answering the hours question, this same respondent asked, “for that one pay period?” He went back to the instructions again and re-read the instructions about reporting hours. He said he would use the estimated number of hours they usually work instead of reporting the exact hours for that pay period.

Although referring back to the instructions helped the previously mentioned respondent, reading the instructions again caused another respondent to misreport. This respondent initially skimmed the first page of the instructions but spent a significant amount of time looking at the examples on the second page before beginning the survey. When attempting to answer the hours question, he could not figure out the unit of time for reporting hours worked. He looked back at the piece rate example in the instructions to try and figure it out. Because in the piece rate example it said \$36,000 base wages and 3,000 base hours, which seemed like reasonable wages and hours for one worker per year, he deduced that he was supposed to report annual hours and wages per worker. However, this respondent spent a lot of time trying to figure this out. He said,

“I’m trying to figure out by looking at the table and I need to do some math here. It appears it’s multiple employees by hours worked. I’ve got to figure out what the number represents. It would save me from having to do this with a little more clarification... Taking gross, I’m trying to figure out what the factor is that gets to 48,000.”

He began using his calculator to try and determine why those numbers were used in the piece rate example. After trying to figure it out on his own, he read the description above the piece rate table and said it was not helpful. He read “each were paid” aloud and said “each, who?” He said it was not clear if “each” was referring to each individual employee or a group of workers. He also said he did not know if “they” was referring to a person whose sex is unknown or multiple people. Therefore, he couldn’t determine if he should be reporting for one person or the group of workers. He said it would be clearer to say, “the 60 workers were together paid.” He then said that the description says, “additional wages based on piece,” but it never says what that amount was. He said, “If I take 48,000 and divide that by 12, I end up with 4,000... I guess I have to take the 36,000 and divide it by 12. That gets me 3,000. I have to go through all these steps to figure it out. I’ve wasted 5 minutes.” He was frustrated at this point. He then said, “\$12 an hour. What I now know is what you want is per employee.” Note, this was not the intent of the question.

Later in the interview, the interviewer had him review the instructions for reporting your pay period, and he said, “I’m not going to read this. I’m going to read this (and pointed at the piece rate example).” He said people would be drawn to “the visual.” He said he was immediately drawn to the example when looking at the instructions. He looked at it again and said the example was showing to report annual hours and wages. He said unless the questionnaire said to

refer to the “instructions for reporting pay period,” no one is going to go looking for it there. He said it would also be good to number the instructions and then refer to those numbers in the examples (and even visually, like numbering the questions in the examples with the same numbers used in the corresponding instructions). He also suggested lengthening the size of the box for pay period instructions and adding “the” before pay period (Instructions for reporting the pay period).

The interviewer then pointed out that the piece rate example was for people who pay piece rate and since he does not, it may seem confusing to him. He said there should be a note with the examples that says, “examples may not be a direct example for your operation. Please reference instructions.”

He said again that by looking at the example table alone he could not determine what the numbers represented and the description above the table was not helpful. He said again that the language was too vague. For example, the description uses the word “they,” and he did not know if they referred to a person whose sex is unknown or multiple people. Therefore, he couldn’t determine if he should be reporting for one person or the group of workers. He said it would be clearer to say, “the 60 workers were together paid.”

Respondents, who did not go back to the instructions on their own, were asked to refer back to the instructions during probing to verify that the instructions matched how they were interpreting the survey questions or to see if they helped clarify any comprehension issues found during probing. A couple of respondents indicated that reading the instructions during probing helped clarify questions they had. For example, one respondent was unsure if he should report retail workers, family members who were not paid, and contract labor; but after reading the instructions, he understood to not include them. This same respondent indicated that the instructions for bonus wages helped him understand the type of bonuses that should be reported. A second respondent reported that reading the instructions during probing helped clarify the definition of agricultural workers and how to select an appropriate worker code when more than one could apply.

However, some respondents continued to be confused or not see their error after reading the instructions during probing. For example, one respondent who did not report for his pay period, did not see his error after reading the instructions. Another respondent, who operated a vineyard, was still unsure if he should report his “tasting room” employees. He said the instructions did not help him determine if he should report them or not. But because the questionnaire is asking about “agricultural workers,” he thought he should not report them because he does not consider them to be agricultural workers. He considers them sales staff.

Two respondents, who had no comprehension issues when answering the survey questions, found some of the instructions confusing. For example, one respondent who reported for his pay period, was confused after reading these instructions during probing. He indicated that the first sentence in those instructions was “easy” to understand, but the second sentence was confusing. He read the sentence aloud and said, “I have no idea what that means.” He could not comprehend

why someone would not report their workers for that pay period if they were not at work on the 12th but were working during other days in the pay period.

Another respondent was confused by the instructions that said, “report each worker only once.” She asked, “Meaning what? The number of hours or what?” The interviewer later explained that each worker should be listed under one worker code, and the instructions provide guidelines for what to do if the worker could be listed under more than one code. She recommended changing the instruction to: “Report each worker under one code only” and moving that instruction to before the one that says “if the worker performs work in two or more...” She said this instruction needed to be changed above the worker table as well.

Finally, one respondent, who did not have any contract or custom workers, had a question about the definition provided for custom workers (workers hired to use their machines to perform a service on the farm e.g., combining, fertilizing). She indicated that her father cuts other farmers’ hay using the other farmers’ equipment. She wondered if this would still count as a custom worker.

3.3.2 Change in Reference Period

Only three respondents in this round of testing reported for their pay period. One of these respondents asked for clarification when filling out the worker table. When this respondent was answering the total hours question, he asked, “For that one pay period?” He then looked back through the instructions and re-read the instructions for reporting hours. He indicated he would provide an estimate for the total hours worked that pay period.

The other four did not report hours and wages for their pay period. One respondent indicated on the form that his payroll was twice a month and then reported six workers and the annual hours and wages per employee. Another respondent indicated that her payroll was weekly but then said she reported total annual hours and wages; however, it appeared that she reported quarterly hours and wages for one group of workers and monthly hours and wages for another group of workers. Another respondent, who indicated that his pay period is one month, reported daily hours and the wage rate in gross wages for his one employee. Finally, a fourth respondent indicated that his pay period was two weeks long but reported weekly total hours and wages for his employee. This respondent realized his mistake when he had almost completed the worker table and said he would not go back and change his answers.

It was only determined why one of these respondents was misreporting. This respondent indicated that the reference period for the worker table was not clear. To try to determine this, he looked at the piece rate example in the instructions. However, he had difficulty determining the unit of time reported in that example as well. He took out his calculator and tried to determine the unit of time reported in the example. He did not read the description above the example or any of the other instructions. Looking at the piece rate example he said, “I’m trying to figure out by looking at the table and I need to do some math here. It appears it’s multiple employees by hours worked. I’ve got to figure out what the number represents. It would save me from having to do this with a little more clarification.... Taking gross, I’m trying to figure out what the factor is that gets to 48,000.” After trying to figure it out, he read the description above the piece rate

table. He read “each were paid” aloud and asked, “each, who?” He said he did not know if “each” meant each worker or the group of workers. He then said that the description says, “additional wages based on piece” but it does not say what the additional wages were. He said, “If I take 48,000 and divide that by 12, I end up with 4,000... I guess I have to take the 36,000 and divide it by 12. That gets me 3,000. I have to go through all these steps to figure it out. I’ve wasted 5 minutes.” He was frustrated at this point. He then said, “\$12 an hour. What I now know is what you want is per employee.” He then went back to the worker table and reported total hours worked per employee per year and said that “per person, per year” should be added to the table.

3.3.3 Section 2, Question 1 – Screener

When answering this question all respondents adhered to the reference period; however, respondents did have questions regarding the type of workers they should be reporting as agricultural workers.

When answering this question, one respondent, who did not initially read the instructions for reporting agricultural workers, stopped and looked back at the instructions. He said he was trying to determine if he needed to report his H-2A workers. He decided he did since the instructions for reporting agricultural workers said, “directly paid by the operation” and he pays his H-2A workers directly.

Another respondent, who had read the instructions thoroughly before beginning the questionnaire, stopped before answering this question and said, “Where they are on payroll, all the people who work for us are independent contractors. They get a 1099... Is that payroll?” The interviewer asked her how she was interpreting the term “payroll” and she said, “I would probably figure that the 1099s are payroll.” She then moved onto Question 2 without answering Question 1. Later during probing, she said she forgot to check “yes” to this question. The interviewer asked her to read the instructions for reporting agricultural workers again and she pointed at the instructions and said, “Well that right there – hire directly to perform work on a farm and part-time worker.”

Similarly, another respondent asked what constituted “payroll.” He asked, “When you say payroll, I’m thinking we paid them for their hours. Not just an electronic payroll system.” He then said his full-time workers are on the payroll and their hours and wages are recorded in QuickBooks. His part-time workers are typically paid from petty cash and he would need to get their wages from their check register. He said they do keep records of everyone who worked and what they were paid for tax purposes, but they do not bother putting the part-time workers’ hours and wages into QuickBooks.

A third respondent, whose business includes a nursery and a landscape company, was unsure if she should report her landscapers on this questionnaire. When answering this question, she stopped and said she had a “multifaceted business.” In the past when completing this survey, she has not reported the landscapers; she has only reported the nursery workers. She said her reasoning was, “They don’t work here. They operate out of a different shop. I don’t consider them to be agricultural workers.” She then asked, “And do I include myself?” The interviewer

asked her what she thought she should do, and she said, “I probably would include myself.” This respondent did not read the instructions before beginning the survey. Later, during probing, the interviewer had her read the instructions for reporting agricultural workers and she said that helped clarify that she should not report her landscapers, but she should report herself.

3.3.4 Section 2, Question 2 – Number of Workers

The majority of respondents answered this question correctly. That is, they reported full- and part-time workers, whom they hired and paid directly to do agricultural work. Respondents also only reported themselves and family members if they were paid by the operation to perform agricultural work.

Two respondents included workers in their response that they should not have. One respondent mistakenly reported contract labor in his response to this question. No respondent accessed records when answering this question. One respondent said, “I would pretty much know who’s in the field, but I have rotating staff in the tasting room. I would have to go to payroll records to get that and it would take at least 30 minutes.” He ultimately decided not to report his tasting room staff because he did not consider them to be agricultural workers. Another respondent reported a retail worker. However, later in the interview, he noted that the instructions say to exclude retail workers. He was confused by this because he saw “retail workers” in the worker code table but had not seen “excluding” in that table.

One respondent was also confused by the item code in the response box for this question. He asked why the number “660” was in the answer space. He said he only had eight workers, nowhere near 660 workers. He did write eight in the response space.

3.3.5 Section 2, Question 3 – 150 Days

In the first interview, the 150-day question appeared below the worker table. The respondent skipped over this question and indicated during probing that he never saw it when filling out the questionnaire. After the first interview, the 150-day question was placed after the number of workers question and the 149-day question was added to the form.

In the remaining interviews, all respondents answered this question. Some respondents reported workers who worked at least 40 hours a week and worked year-round. However, one respondent reported workers who worked less than 40 hours a week but worked year-round. One respondent whose employees worked 20 hours a week (five hours a day four days a week) but worked year-round, entered zero employees.

One respondent indicated that this question confused him at first because the prior two questions had asked about his workers during the pay period that included July 12, 2019, and this question was asking about the entire calendar year. He said this question “threw me because you stated with the pay period, but then asked about the year, then the pay period again. It was tricky and I had to read carefully.”

3.3.6 Section 2, Question 4 – 149 Days

Three respondents reported workers who work 149 days or less. One respondent reported “seasonal” workers that worked 40 hours a week, six months of the year. Another respondent reported workers whom she considered to be part-time. She has one group of workers that works 20 hours a week (five hours a day four days a week) year-round, and another group that works 20 hours a week (four hours a day, five days a week) in the summer months. One respondent reported workers who work less than 40 hours a week. He said these workers may work more than 149 days, but they only work partial days that would not add up to 150 full days. Respondents, who did not have workers whom they considered to work 149 days or less, entered zero. Finally, one respondent said that this and the 150-day question were “a little redundant, but it makes it clear what you’re looking for.” Note this question was eliminated from the questionnaire in October 2018 because respondents found the question to be redundant and CATI interviewers were often not administering it. It was added back to the questionnaire when the 150-day question was moved to before the worker table to encourage respondents to report both full- and part-time employees in the worker table.

3.3.7 Section 2 – Question 5 – Pay Period

For the first respondent, who received version 1 of the questionnaire, this question appeared after the screener question and before the number of worker questions. This respondent reported two different pay periods. When answering this question, he said, “The farmworkers are paid once a week and the tasting room people are paid every two weeks. So, I’ll put both.” He then checked “one week” and “two weeks.” He indicated during probing that he only considered the tasting room staff in this question because he was asked about his pay periods – not about his pay period for his agricultural workers.

In the remaining interviews, this question was moved to after the 149-day or less question and before the worker table. Two respondents reported that the length of their pay period was one week, two indicated it was two weeks, one said it was a half month, and one said it was one month.

The respondent who said his pay period was one month long said that he does not have a set pay period, but he pays his one employee once a month, so he checked “one month.”

The respondent, who selected “half month,” indicated that he pays his workers two times a month – on the 5th and 20th of the month. The interviewer asked him what the difference was between two weeks and half month. He said if you pay your workers every two weeks, you have 26 pay periods. But if you pay them two times a month, you have 24 pay periods. He said he prefers to pay them two times a month as opposed to every two weeks. He said that way his workers always know exactly when they will be paid, and it reduces his payroll expenses.

One respondent, who answered “two weeks” said, “This is not how it is usually written. It’s usually called weekly, bi-weekly, quarterly, semi-annually. But I guess this means the same thing.”

One respondent who answered weekly but then later reported annual hours and wages said this question needs to appear earlier in this section: “I don’t know if it would have been clearer if that

(this question) had been first as the first question or maybe question number two.” She noted that it does say in all the questions ‘your pay period’ but asking this question first may prime her to think about her pay period in all the questions. “If I read this first, I’d say okay for us that’s one week... makes it clearer that we’re talking about this pay period.”

As mentioned earlier, despite reporting the correct length of their pay period, several respondents did not report for their pay period when completing the worker table. This may be due to the placement of this question and the 150-day and 149-day questions prior to the worker table. The pay period question was moved to before the worker table after respondents in Rounds 1 and 2 indicated it would be helpful to have this question come earlier. However, in moving this question, the 150-day question had to be moved as well for usability purposes. In addition, the 149-day question had to be added back to the questionnaire. As noted above, this could have caused confusion for respondents as the reference period then shifted between the pay period that included the 12th and the calendar year.

3.3.8 Section 2, Question 6 – Worker Table

Worker Codes

Because respondents in this round of testing were completing the October version of the survey, the October section came first, followed by the worker code table, and then the July section. In the majority of the interviews, the respondent was told to skip the October section. These respondents then went straight from the instructions to the worker codes. As a result, two respondents thought the worker codes were questions they had to answer. This was found in previous rounds of testing and addressed by placing the worker code table after Section 1. But since respondents in this round were not completing Section 1 (October), this issue arose again.

As seen in previous rounds, some respondents only read the worker code labels, and others relied on the descriptions to select their worker types. For the most part, respondents coded their workers correctly even if they did not read the descriptions. That is, the way they described their workers’ tasks matched the descriptions provided. For example, one respondent who only looked at the labels said he looked at the first supervisor category and thought his worker was “not a farmer manager, that’s me.” He said he does not refer to this worker as a first line manager, but it seemed like it was where he should put him. He said this individual “manages the crew.”

One respondent listed her workers under codes 15 and 24. When asked why she selected these codes she said the workers she listed under 15 “don’t drive farm equipment, don’t plant or cultivate or harvest... they don’t grade, sort or pack. They do maintenance... grounds maintenance, fence repair... facility maintenance.” The workers, whom she listed under 24, help train their horses and check them for health issues. She then read the description for code 21 and said, “They do perform some of all these things, but their main focus is to get on the horse and work them.” This respondent did not write anything in the specify type space. When asked about this she said, “Did you want that filled in?” She said she did see it when she was looking at the worker codes. The interviewer asked her if she thought she should have filled it in and she said, “Yes, but what would I put in?” She drew a question mark in the space for 15 and then entered “trainers, exercise animals” in the space next to 24.

One respondent, who selected code 15, wrote in the specify box: “part-time high school help.” He said these are high school students whom he hires to mow.

Another respondent selected code 44 and wrote in “retail workers.” During probing, the interviewer asked him to go back and re-read the instructions. He said, “Wait, this says to exclude retail workers, but they were listed on the other page.” He went back to the description for code 44 on the worker code table and was confused. He re-read both several times and finally saw the exclude in the worker code table.

When answering this question, another respondent indicated that he was unsure if he should report his employees who worked in the tasting room. He described them as “sales force” and said, “I don’t think I ever included them in this. I wouldn’t know where to put these people.” This respondent, who received version 1 of the questionnaire in this round, did not consider these workers when answering Question 1 but then included them when reporting the length of his pay periods in Question 2. He did not report them in this question.

Three respondents indicated that they had workers who could fit in more than one code. One respondent, who did not read the instructions before beginning the survey, initially reported herself under code 12 because she works in the greenhouse a couple of days a week. However, when looking at these codes again during probing she noticed the supervisor codes. She said, “I may be more of a supervisor. Are supervisors allowed to do labor?” She then said that supervisors “should probably be allowed to get their hands dirty.” She noted that in the description it says “coordinate” and said, “Maybe that means participate.” She said for most small operations, the supervisor is probably also doing labor. She said if the description of supervisor were worded a little differently, she would be more apt to select it. But she then said she did not actually see that category when answering. She said she looked at the crops and livestock headings and stopped reading down the page. She suggested adding the supervisor categories under the crops and the livestock headings as a subcategory. The interviewer then asked her to review the instructions for reporting agricultural workers to see if that helped her understand whom to report on this form and how to select a worker code for herself. She initially said it did not help clarify. But then she read the instructions about the highest level of skill and she said that means she should have listed herself as a supervisor. She crossed off 12 and wrote in 31 for herself.

Another respondent, who also did not read the instructions before starting said, “I have one guy that could be 20 or 21, what should I do with him?” The interviewer asked him what he thought he should do, and he said that this worker worked with heavy equipment more than the rest of the workers, so he would put him as 20.

A third respondent reported the same workers under two different codes. This respondent reported his data row by row. He first reported workers under codes 11, 12, 21 and then when he began a row for code 31, he said he put two supervisors in code 11. He then went back and changed the number of workers from code 11 from “3” to “1” but did not change any of the other data in the row. It was not clear why he did not edit the rest of the data.

One respondent did not report his office worker in the worker table or in any of the other questions in Sections 1 and 2.

Three respondents reported workers who fell under the same category on separate lines. When answering this question one respondent, who had eight workers, asked, “Do I fill in one line for each worker?” He then counted the number of rows in the table and said, “Oh good! There are eight.” He then listed all of his workers on separate rows. He later realized his mistake when reviewing the instructions for hours and fixed his error. However, when reporting total hours worked, he said it would be easier for him to list his workers on separate lines since they worked different hours.

Another respondent listed workers who fell under code 12 twice in the table. During probing he said he did this because they earn different wages, and one group is year-round and receives housing and the other group is seasonal. The interviewer then pointed out the instruction “report workers who fall under the same worker code on a single line” and he said he did not agree with this instruction. He said his seasonal workers are working less hours and are paid a lower wage than his full-time workers.

Similarly, another respondent, who reported herself and her worker under code 12 and listed each on separate lines, said she did so because they work different hours and earn different rates. She asked, “So I was supposed to add these two together?” She then saw the instruction above the table said, “Yeah, I didn’t read that either and it says record each worker only once.” She then asked, “What if they work 20 hours a week doing two different jobs on the farm, should I report them twice?” She then looked back at the instructions page and circled “report each worker only once” and asked, “meaning what the number of hours or what?” She said this instruction should be changed to “report each worker under one code only” and then moved to before the other instruction that says “if the worker performs work in two or more...” She said this instruction needed to be changed above the worker table as well.

Two respondents accidentally wrote the number of workers in the worker type column when filling out the form. One respondent did this for the second quarter only and did not see his mistake. The other respondent caught himself and corrected it right away.

Number of Workers

This question was easy for most respondents to answer. No one accessed records when reporting but a couple of respondents said they normally would when responding. One of these respondents indicated that he would need to check two different records. He said for his full-time workers, this information would be in QuickBooks. For his part-time workers, he would need to look at his check register. He said he typically pays his part-time workers from petty cash. But they do keep records of everyone whom they paid for tax purposes.

Total Hours Worked

As mentioned earlier, only three respondents reported total hours for *their* pay period. Two respondents understood the intent of this question; however, both had some difficulty providing this number. One indicated that he would need to access records to answer this. He said his full-

time staff may have worked overtime hours during that pay period. However, his part-time staff, which included some contract labor that should have been excluded, never worked more than 40 hours a week. For the full-time staff, he would report base plus the overtime hours in the total hours column. The other respondent, who understood the intent of this question, said she did not track hours that she worked. Because she is the owner and has a multifaceted business, she is not on the farm every day. She estimated that she works on average 16 hours a week on the farm. When answering this question, a third respondent asked, "For that one pay period?" He went back to the instructions again and re-read the instructions about reporting hours and determined he needed to report for his pay period. However, he said he would provide an estimate of the total hours worked.

Other respondents did not understand that they needed to report for their pay period. Two respondents indicated that they reported annual hours worked. As mentioned above, one respondent was unsure of the unit of time he needed to report for when answering this question. He deduced from the piece rate example that he should report the number of hours worked a year per employee. Looking at the piece rate example, he said he was not going to pay a field hand \$36,000 a week. Also, 2,080 would be total hours if someone worked 40 hours a week for 52 weeks and 3,000, which appears in the base hours column in the example is close to that number. He said in agriculture, most employees work over 40 hours a week, so 3,000 hours per year seemed like a reasonable annual number. He then said, "If you're asking annual, it's going to be the same both quarters." He then reported total annual hours worked per person. After filling out the hours questions, he asked again, "This is for July. Why ask for October? Because it will be the same?" After much discussion during the probing, the respondent said he understood that he needed to report total hours worked for his agricultural workers during the pay period that included July 12, 2019. He indicated that his workers work 70 hours a week. He then tried to figure out what the total hours would be for those workers since he pays them twice a month. This took a lot of effort. After a number of unsuccessful attempts to come up with a number, he pulled out his calendar and counted the number of days in that pay period. He then reported that the one group of workers worked 152 hours, his manager worked 140 total hours and his seasonal workers worked 148 total hours. It appears he was reporting total hours per person. After discussing the intent of the question again, he said "during your pay period" needed to be added to the table.

Another respondent indicated that she also reported annual hours worked. However, after reviewing her answers it appears that she reported total quarterly hours for one group of workers and total monthly hours for another group of workers. When she was answering this question, she said, "These are definitely estimates." She said if she was answering the actual survey, she would use her books. She realized her error right away during probing. She said, "I completely overshot that." When asked why she reported the way she did, she said, "Because I was rushing." She then corrected her answers.

A third respondent reported total hours worked for one week; however, his pay period is two weeks long. When answering this question, he used his calculator and said he was reporting "ball

park” numbers. He did not realize his error until he got to his last group of workers and said he would not go back and correct his answers.

A fourth respondent whose pay period is one month long, reported hours worked per day for his one employee in October and then hours worked per month in the July quarter. It is not clear why he reported incorrectly for the October reference period.

Total Base Hours

Respondents who did not pay their workers overtime indicated that their base hours would equal their total hours worked. Respondents who did pay overtime indicated that their base hours would be the hours worked at their normal hourly rate.

One respondent, who did not pay overtime, initially reported that his base hours would equal his total hours worked. However, his workers work 70 hours a week and while filling this form out, he became concerned that he would get in trouble if he reported that his workers were not receiving overtime pay. He then went back and changed his base hours to the equivalent of 40 hours a week for each employee. More information can be found in the gross wages results.

Total Overtime Hours

Respondents interpreted overtime hours to be hours worked for which workers were paid time and half. Three respondents indicated that they paid their workers overtime. These respondents indicated they would separate these hours from the base hours and report them in this column. One respondent indicated that he paid overtime to his crops farmworkers for hours worked beyond 40 hours. He said he is required to pay them overtime under the “Service Contract Act,” which he said was a federal law. He said it would be easy to report base and overtime hours since they are separated in QuickBooks. Although note that he said elsewhere that it takes anywhere from 45 minutes to an hour to pull hours and wages paid out of QuickBooks. Another respondent said he estimated that his workers work 10 overtime hours each pay period. One respondent said she does pay overtime, but her employee only worked 32 hours during the pay period, so that employee did not earn any overtime. She said it was easy to pull these numbers out of her records.

Respondents, who did not pay overtime, said they would either leave this column blank or enter zero.

Total Gross Wages

Respondents in this round of testing had a lot of difficulty providing this number. Some respondents did not report total gross wages during the interview because it would take too much time to do so. But respondents were able to describe how they would come up with an answer to this question. For example, one respondent said he could locate this number in QuickBooks for his full-time employees. However, for his part-time employees, he would need to go through his check registers for that pay period. He said, “It’s more work to get that data.” Another respondent said it was too difficult to determine this number by hand. He said it would help to have space on the questionnaire where he could do some calculations to determine this number.

A different respondent said it would be difficult for him to come up with this number on the spot and would be easier to write in the wage rate.

Others were able to provide a response. One respondent provided total gross wages for her workers; however, instead of providing the wages for her pay period, she reported total quarterly wages for one group of her workers and total monthly wages for another group of workers. She realized her mistake during probing and was able to correct her answers.

Another respondent multiplied hours worked during the pay period by the wage rate to determine the gross wages paid to her employee. However, it was difficult for her to determine gross wages for herself. When answering this question, she said most farmers “wear many hats.” And then asked, “How do I figure out me, as the owner, what my labor rates are?” She said she works “lots of hours,” but she receives a salary and is paid to do more than agricultural worker. She said she was “just going to throw in a number.” She multiplied \$20 by 16 hours. When asked how she determined \$20 an hour, she said she calculated a wage rate based on her annual salary, which came out to \$40.86/hour. She then divided that number in half and then added that she just did it “off the top of my head.” She said, “There’s no manual for that.” She said in reality, she doesn’t work 40 hours a week. She works more like 60 or 70 hours a week and jokingly said, “Really I’m making \$5 an hour.”

A different respondent simply wrote in a wage rate for his employee (\$12/hour). He said that he pays his worker \$1,000 a month (the length of his pay period). However, he also provides housing, gas, vehicles, meals, hay for his cattle, and allows the worker to keep his calves on his property. If he includes these benefits, he estimates that his worker earns about \$12 an hour.

Two other respondents also provided similar benefits to their employees. One allows employees to take any food they need from the farm stand each day, but he said he would not know how to include this in wages. Another respondent also provided food and gas to his employees, but it was not in lieu of wages, so he did not think he needed to report it. He said that he could estimate it at about \$100 per worker per week, but he does not think he would make the effort to include this, even if he should.

Finally, one respondent does not pay overtime wages, but his employees work 70 hours a week. As he was filling out the form, he became concerned that he would get in trouble if he did not make it seem like he paid them overtime wages. When answering this question, he said, “To get a more honest response, you need something that talks about how this information will be used. So, you get an accurate answer.” He then said that he does not pay his workers overtime, but he pays them well. He said his workers want to work as many hours as they can. He then said, “I don’t know where this data will show up... given the culture and the environment we’re working in now, you’re going to get skewed numbers.” He then said he knew we had the confidentiality statement on the front of the form, but it still might be a good idea to remind respondents who has access to this information. He said this survey “might be dated because of everything going on, people are going to be hesitant to report their labor.” He then went back and separated his total hours up into base hours and overtime hours. “I’m going to tell you I pay overtime because I don’t want to get caught in a situation that shows I don’t.” He said if someone looked at his

data there would “clearly be a problem with what I’m reporting and what I should be paying them. If you want accurate data, I’m telling you where it’s going to be skewed.” He then said, “Now what I’m going to do is some math based on these numbers that mean nothing.” He then calculated out what the base and overtime wages would be based on the hourly rates and overtime rates. When he was done, he said, “To follow your rules and not get myself in obvious trouble, I just reported what I should be paying them. So, there are the numbers I’m going to give to you.” He never entered anything in the gross wages column but did enter base and overtime wages.

The interviewer then explained how a lot of agriculture is exempt having to provide overtime pay. He said he did not know this and added, “Some farmers might know but others won’t, and your data is going to be skewed.” He said it might help to say in the instructions that agriculture is not required to pay overtime. This way people know that by not reporting it, they are not doing anything illegal.

Total Base Wages

Respondents who did not pay bonus or overtime wages indicated that their base wages would equal their gross wages. As mentioned above, one respondent misreported his base wages to make it appear as though he was paying overtime wages.

Total Bonus Wages

Three respondents indicated that they do not provide bonuses. They entered zero or left this column blank. One respondent was not probed on bonuses. Two respondents indicated that they have holiday bonuses. Both said they would not report those in this question. One of these respondents said, “That’s an annual thing.” She said she did not see how that would apply to weekly wages. Neither of these respondents read the instructions for reporting bonus wages. However, one of them did read the instruction during probing and noted that it said to exclude end-of-season bonuses. These same two respondents also mentioned that bonuses could include extra pay given as an incentive to complete a task. Neither provided this to their employees.

Similarly, when probed on bonus wages, another respondent, who did not report any, said bonus wages were incentives. “Total bonus wages we normally wouldn’t have unless we wanted to incentivize.” He said for example if a hurricane was coming and they needed to get the grapes off, they would want to work their employees faster and so they would tell them that they will pay them an extra 20 percent if they get the grapes off the vines before the hurricane hits. He said they would still pay them the normal hourly rate and then take 20 percent of the total paid to them for that pay period and add it on as a bonus. This would be paid to both the full- and part-time farmworkers. He said he would report this if that occurred during that pay period.

He then described another type of bonus that he would also report if it was paid out during the reference period. He said once he knew he was going to sell his vineyard, he promised his two full-time employees that if they stayed on with him until it was sold, he would pay them a bonus in their last pay check. He described this as an “incentive” to get them to stay on. He said it took him two to three years to sell his vineyard. He ended up paying these employees around \$10,000

a piece for staying on. He said he would report it because it went through his payroll and he paid taxes on it. This respondent skimmed the instructions before beginning the questionnaire. During probing, he read the bonus wage definition again, and he said he would still report the incentivized bonus but not the bonus paid to workers who stayed on until he sold the farm.

Total Overtime Wages

Respondents understood overtime wages to be time and a half. Respondents who paid overtime provided overtime wages for hours worked beyond 40 hours in a week. Three respondents reported paying overtime. One did not pay overtime during the reference period. One respondent estimated that he paid each employee overtime wages for 10 hours of work during the pay period. The other respondent did not answer the wage questions during the interview, but he indicated he could pull this number out of QuickBooks.

As mentioned above, one respondent indicated that he paid overtime wages when he did not in order to avoid getting in trouble with “the authorities.”

Respondents, who did not pay overtime wages, either entered zero or left the question blank.

3.3.9 Section 3, Question 1 – Peak Number

Only four respondents were probed on this question. These respondents considered the same types of agricultural workers as they had in the previous section and reported the largest number of workers that were working on any one day. One respondent, who had included contract labor in the previous section, also included contract labor in his response to this question. Another respondent accidentally answered “5.” She saw her mistake during probing and changed her answer to “6.” She did not know what she misreported.

3.3.10 Section 3, Question 2 - H-2A Workers

Two respondents indicated that they hire H-2A workers and they were included in their responses because they pay them directly.

One respondent did not answer this question. During probing, he said he did not answer this question because he does not know the status of workers hired through a contractor. He said, “I could just say no that way it’s easier for me to just say no, but I don’t know what the status of those other people he brings in.” He also said, “I would doubt many farmers would know what it is. I know it’s a work visa kind of thing.”

Two respondents were not familiar with the H-2A program. When answering this question, one respondent went back to the instructions to look for a definition of H-2A workers. She said, “I’m trying to find out what H-2A workers are. I missed that somewhere.” Her husband then pointed out the definition below the question. After reading the definition, she confirmed that they did not hire any of these types of workers. The other respondent, who was not familiar with this program, incorrectly answered yes to this question because one of his workers is a migrant worker who travels back to Mexico at least once a year; however, this person is not in the H-2A program.

One respondent was not probed on this question.

3.3.11 Other Comments

Three respondents in this round of testing commented on the item codes in the response spaces. Two respondents first noticed the item codes when answering the question about the number of workers on the payroll (Question 3 on Version 1 and Question 2 on Version 2). When answering this question, one respondent asked why the number “660” was in the answer space and then indicated that he only has eight workers. Another respondent, who also first noticed this item code, stopped when filling out the worker table and asked, “These are like cells in an excel database? Is that something you’ll have on the final form? (Pointing to the item codes) These just confuse me because I wouldn’t use these for anything.” The interviewer then explained what they were used for and he said he first noticed them in Question 3 and was wondering what the “660” was. He said he would put them in the lower left-hand corner of the response space and make them “almost invisible.” A third respondent also asked what the items codes were when looking at the worker table during probing. She said, “I don’t know what all this means (pointing to the item codes).”

Some respondents in this round commented that this survey is difficult to fill out. Respondents appeared to have the most difficulty with the worker table. Before filling it out, one respondent stopped and asked, “I gotta fill all that out?” He said it was difficult for him to report this information since he only has one employee and does not have a regular payroll. Another respondent discussed the amount of time he typically spends to query his payroll database before responding to this survey. He said, “I usually fill out surveys when I get them if I can answer them off the top of my head. Anytime I need to go find data, this sits on my desk for the next six months.” He said he thinks if NASS surveys were easier to answer and asked more general questions, people would be more apt to fill them out. He said to answer the labor survey, he needs to go to his wife and she needs to look the information up in QuickBooks and her check registers. He said pulling the data out of QuickBooks, “that’s 45 minutes to an hour worth of work and that has nothing to do with the farmer. It’s back office stuff.” He added, “To the extent you can have it just come out of their head, it will be a better product.”

As mentioned above, one respondent commented that she would not fill this survey out. “If I received this, I wouldn’t fill this out. It’s absurd. I find it complicated. We have a fairly simple operation. I mean how is it used?” Another respondent also asked how the data from the survey would be used. While filling out the worker table he said, “What I don’t see here is what is this used for? I know I need to do it.” He said the purpose of the survey needs to be stated at the top of the survey. He suggested adding a title like “report on pay period payroll” at the top of the survey. The interviewer pointed out the title of the survey on the front page. He then said that the purpose needs to be stated somewhere. He said, “It hasn’t told me what is this, what it is. What is it designed to do?” He then suggested adding the purpose to the instructions page. The interviewer told him the purpose is usually conveyed in the cover letter that is mailed with the survey, and he said it would be helpful to have it on the survey because he’s not going to read the cover letter.

4. FINAL RECOMMENDATIONS

Based on the results from the three rounds of testing, we recommend the following:

1. A mockup of our recommended questionnaire can be found in Appendix H. We recommend using the same wording and formatting to the extent possible.

Resolution: See resolutions below.

2. Include instructions at the front of the questionnaire using the wording and formatting in the recommended questionnaire (Appendix H).

Resolution: Denied. The Labor Team decided to place the instructions in an insert instead of placing the instructions at the front of the questionnaire. Additionally, the instructions in Sections 1, 2, and 3 may be modified to reflect the instructions in the insert.

3. Change the reference period to the pay period that included the 12th of the month.

Resolution: Denied. The Labor Team decided to not change the reference period.

4. Change the section headers for Sections 1 and 2 to: Pay Period that Included [insert month] 12, [insert year]

Resolution: Denied. The Labor Team did not accept this change because the reference period is not changing.

5. Change the section header for Section 3 to: Agricultural Workers on the Payroll in [insert year]

Resolution: Accepted

6. In Sections 1 and 2, change wording of the first question to: Did this operation have agricultural workers on the payroll during the pay period that included [Insert month] 12, [Insert year]?

Resolution: The Labor Team decided to make no changes to the reference period. The team decided to accepted recommendation to the change in question wording, with the exception of the reference period. Question will change to: Did this operation have agricultural workers on the payroll during the week of [insert reference week]? The team also decided not to have any include or exclude statements with this question.

7. In Sections 1 and 2, change wording of the second question to: How many agricultural workers did you have on the payroll during your pay period that included [insert month] 12, [insert year]?

Resolution: The Labor team decided to accept the recommendation to the change in question wording, with the exception of the reference period. Change question to: How many agricultural workers did you have on the payroll during the week of [insert reference period]?

8. In Sections 1 and 2, change the wording of the third question to: “In the table below, report agricultural workers on the payroll during your pay period that included [insert month] 12, [insert year].” Do not let text wrap. Add space between this instruction and the first bullet.

Resolution: The Labor Team decided to make no changes to the reference period. The team agreed to change the wording of the question, with the exception of the change in reference period. Change wording to: In the table below, report agricultural workers on the payroll during the week of [Insert reference period]. The team also accepted the change in spacing.

9. In Sections 1 and 2, in the third question, use the following text for the bulleted instructions. Add a space between the bullets and the worker table.
- Report workers who fall under the same worker code on a single line
 - Report the total hours and wages paid to the group of workers during your pay period
 - Record each worker only once

Resolution: Accepted. Also, add “see instruction sheet for more information.”

10. Add columns for total base hours and total overtime hours to the worker table.

Resolution: Accepted

11. If a question regarding the length of the pay period is necessary for publication, add it to Sections 1 and 2 as worded: What was the length of your pay period that included [insert month] 12, [insert year]?

Resolution: Denied. This is not necessary since the reference period is not changing.

12. If a question regarding the length of the pay period is added and the no other questions are removed from these sections of the form, this question should follow the worker table to ensure maximum usability.

Resolution: Denied. This is not necessary since the reference period is not changing.

13. Place the 150-day question after the pay period question and word as follows: In 2019, how many of the agricultural workers reported above will be paid by this operation for 150 days or more of work.

Resolution: Wording accepted, placement denied. This question will remain where it

was in 2019 and the wording will change to “In 2019, how many of the agricultural workers on the payroll that week will be paid by this operation for 150 days or more of work?”

14. In the worker codes, change the heading “Field Workers” to “Crop, Nursery, and Greenhouse Workers.” Change the category name for worker code 15 to “All Other Crop, Nursery, and Greenhouse Workers.”

Resolution: Accepted

15. Edit the Farmworkers – Crop, Nursery and Greenhouse Workers description to reduce the amount of text. Change to: Use hand tools to manually plant, cultivate, and harvest vegetables, fruits, nuts, horticultural specialties, field crops, Christmas trees and short rotation woody crops. Duties may include tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying pesticides; or cleaning, grading, sorting, packing, and loading harvested products. May construct trellises, repair fences and farm buildings, or participate in irrigation activities.

Resolution: Accepted

16. Add “specify type of other <type> workers” to codes 15, 24, and 44 in the worker code table.

Resolution: Accepted for paper questionnaire only. This will not be keyed or captured, but only available in the questionnaire FEITH images.

17. In the worker code table, code 44, add a hard return after the first sentence to make the excludes more obvious.

Resolution: Accepted

18. Consider adding grading and sorting to Livestock Farmworker category description.

Resolution: Accepted. This will be added to the end of the second sentence to read “Duties may include feeding, watering, herding, milking, grazing, castrating, branding, debeaking, weighing, catching, and loading animals, and grading and sorting animal products.”

19. In Section 3, change the wording of Question 1 (peak number) to: During 2019, what was or will be the largest number of agricultural workers on the payroll on any one day?

Resolution: Accepted

20. In Section 3, Question 1 (peak number), remove include and exclude statements.

Resolution: Accepted

21. Make page numbers large and centered at the top of the page to increase visibility.

Resolution: Will do if possible in Questionnaire Designer.

22. Office use boxes should be removed, combined, and font size reduced as much as possible.

Resolution: Denied. This recommendation will be put through the spec process because it affects more than just the labor survey.

23. Item codes should be made small and removed from the response boxes to the extent possible.

Resolution: Denied. This recommendation will be put through the spec process because it affects more than just the labor survey.

5. REFERENCES

- Ridolfo, H. and Ott, K. (2020), *Cognitive Testing of the 2018 April Agricultural Labor Survey*. Washington, DC: National Agricultural Statistics Service.
- Ridolfo, H. and Ott, K. (2021), *2019 Agricultural Labor Base and Overtime Hours Cognitive Testing Report*. Washington, DC: National Agricultural Statistics Service.
- Strauss, A. C., and Corbin, J. (1990), *Basics of Qualitative Research: Grounded Theory Procedures and Techniques*, Newbury Park: Sage Publications.

APPENDIX A. Round 1 Questionnaire

AGRICULTURAL LABOR SURVEY – April 2019

OMB No. 0535-0109
 Approval Expires: 3/31/2021
 Project Code: 956
 SurveyId: 4012

2019 Test Instrument



**United States
 Department of
 Agriculture**



**NATIONAL
 AGRICULTURAL
 STATISTICS
 SERVICE**

USDA/NASS

National Operations Division
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Please make corrections to name, address and ZIP Code, if necessary.

The information you provide will be used for statistical purposes only. Your responses will be kept confidential and any person who willfully discloses ANY identifiable information about you or your operation is subject to a jail term, a fine, or both. This survey is conducted in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347 and other applicable Federal laws. For more information on how we protect your information please visit: <https://www.nass.usda.gov/confidentiality>. Response to this survey is **voluntary**.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number is 0535-0109. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

State	POID	Tract	Subtr.
__	_____	__	__

1. [Verify name and mailing address of this operation. Make any corrections necessary (including the correct operation name) on the label and continue.] [Check if name label verified]
2. Since June 1, 2018 have you or will you (name on label)--
 - a. grow any crops or cut hay?

[INCLUDE grains, row crops, oilseeds, fruits, nuts, vegetables (including strawberries and melon crops), nursery and greenhouse, Christmas trees, and other specialty crops.]

1 Yes [Go to page 2] 3 No [Continue]
 - b. own or raise any livestock, poultry, bees or aquaculture?
 [INCLUDE livestock and poultry owned, and any being raised under contract for someone else.]

1 Yes [Go to page 2] 3 No [Continue]
 - c. sell any agricultural products?

1 Yes [Go to page 2] 3 No [Continue]
 - d. receive government agricultural payments?
 [EXCLUDE government payments received as a landlord.]

1 Yes [Go to page 2] 3 No [Continue]
 - e. have more than 19 acres of idle cropland or more than 99 acres of pastureland?

1 Yes [Go to page 2] 3 No [Go to page 12]

Instructions for Reporting Agricultural Workers

- Agricultural workers are workers directly hired and paid by the farm operation to perform work on a farm or ranch in connection with the production of agricultural products.
- Include part-time workers, paid family members, hired managers, and workers on paid leave.
- Do not include workers hired through a contractor, custom workers (workers hired to use their machines to perform a service on the farm e.g., combining, fertilizing), retail workers, or value added workers (workers who materially alter the form of the product produced e.g., winery, dairy manufacturing plant workers).
- Report workers under the worker code in which they are working, not under the worker code for which they have been trained.
- Report each worker only once under the worker code that requires the highest level of skill if the worker performs work in two or more codes. If there is no measurable difference in skill requirements, report workers under the worker code in which they spend the most time.

Instructions for Reporting Hours

TOTAL HOURS

Total hours are the sum of base and overtime hours worked.

BASE HOURS

Base hours are hours worked at the employee's regular rate of pay. For salaried employees, report the standard amount of hours worked on your operation.

OVERTIME HOURS

Overtime hours are hours worked that are paid at an amount above the employee's regular rate of pay.

Instructions for Reporting Wages

GROSS WAGES

Gross wages are the total amount paid to workers before taxes and other deductions. Include the worker's share of social security and unemployment insurance, but exclude the employers' share. Include in-kind payments (e.g., agricultural product like a side of beef, bushels of grain, etc.) provided in lieu of wages for work done. In-kind payments do not include benefits such as housing, meals or insurance.

BASE WAGES

Base wages are the minimum amount paid and do not include bonuses, overtime pay, commissions. For employees on an incentive system, base wages are the minimum amount guaranteed. Include in-kind payments.

BONUS WAGES

Bonus wages are wages paid in addition to the base wages. These include performance pay (piece rate pay beyond base wage), hazard pay, and bonuses that are paid each pay period. Commissions should also be reported under bonus wages. Do not include end of the season bonuses.

OVERTIME WAGES

Overtime wages are the wages paid for the overtime hours.

Examples:

PIECE RATE PAY EXAMPLE

Sixty apple pickers worked 50 hours each during the pay period on piece rate pay, and they were guaranteed \$12 per hour plus additional wages based on piece. They would be reported under worker code 12. Total hours and base hours would both be 3,000. They were paid \$48,000 total gross wages based on the amount they picked. Base wages would be reported as \$36,000 and bonus wages would be reported as \$12,000.

Enter the Worker Code from Page 5	Number of Paid Workers	Total Hours Worked	How many of the Total Hours Worked were....		Total Gross Wages Paid (Dollars)	How much of the Total Gross Wages Paid were...		
			Total Base Hours	Total Overtime Hours		Total Base Wages	Total Bonus Wages	Total Overtime Wages
12	60	3,000	3,000	0	\$48,000	\$36,000	\$12,000	0

OVERTIME PAY EXAMPLE

Ten apple packers worked 50 hours each, 10 of which were overtime hours. Each were paid \$10 an hour for the first 40 hours and time and a half (\$15) for the 10 overtime hours. They would be reported under worker code 14. Total hours would be 500. Base hours would be 400. Overtime hours would be 100. The total gross wages paid would be \$5,500. The base wages would be \$4,000. Bonus wages would be zero. Overtime wages would be \$1,500.

Enter the Worker Code from Page 5	Number of Paid Workers	Total Hours Worked	How many of the Total Hours Worked were....		Total Gross Wages Paid (Dollars)	How much of the Total Gross Wages Paid were...		
			Total Base Hours	Total Overtime Hours		Total Base Wages	Total Bonus Wages	Total Overtime Wages
14	10	500	400	100	\$5,500	\$4,000	0	\$1,500

Section 1 - PAID WORKERS for April 2019

1. Did this operation have agricultural workers on the payroll during the pay period that included April 12, 2019?

- 600 Yes [Continue]
 No [Go to page 6]
 Don't Know [Go to page 6]

TOTAL NUMBER
660

2. How many workers did you have on payroll to do agricultural work during the pay period that included April 12, 2019?.....

3. Fill out the table below for the workers paid to do agricultural work during the pay period that includes April 12, 2019.

- Report workers who fall under the same worker code on a single line
- Report the total hours and wages paid to the group of workers during the pay period
- Record each worker only once

Enter the Worker Code from Page 5	Number of Paid Workers	Total Hours Worked	How many of the Total Hours Worked were....		Total Gross Wages Paid (Dollars)	How much of the Total Gross Wages Paid were...		
			Total Base Hours	Total Overtime Hours		Total Base Wages	Total Bonus Wages	Total Overtime Wages
611	612	613			614	620	627	628
611	612	613			614	620	627	628
611	612	613			614	620	627	628
611	612	613			614	620	627	628
611	612	613			614	620	627	628
611	612	613			614	620	627	628
611	612	613			614	620	627	628
611	612	613			614	620	627	628
611	612	613			614	620	627	628

4. What is the length of the pay period that included April 12th?

- 3 One Week 4 Two Weeks 5 Half Month 6 One Month

NUMBER OF WORKERS
700

5. In 2019, how many of these total paid workers will be paid by this operation for 150 days or more of work?.....

Worker Code for Sections 1 and 2

Code	Work Hired to Do
FIELD WORKERS	
11	Agricultural Equipment Operators - Crop, Nursery and Greenhouse: Drive and control farm equipment to till soil and to plant, cultivate, and harvest crops.
12	Farmworkers - Crop, Nursery and Greenhouse: Manually plant, cultivate, and harvest vegetables, fruits, nuts, horticultural specialties, field crops, Christmas trees and short rotation woody crops. Use hand tools, such as shovels, trowels, hoes, tampers, pruning hooks, shears, and knives. Duties may include tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying pesticides; or cleaning, grading, sorting, packing, and loading harvested products. May construct trellises, repair fences and farm buildings, or participate in irrigation activities.
13	Graders And Sorters - Crop, Nursery and Greenhouse Products: Grade, sort, or classify agricultural crops by size, weight, color or condition.
14	Hand Packers And Packagers - Crop, Nursery and Greenhouse Products: Pack or package by hand a wide variety of products and materials.
15	All Other Field Workers: All agricultural workers working with crops, nursery or greenhouse products not included in codes 11-14.
LIVESTOCK WORKERS	
20	Agricultural Equipment Operators – Farm, Ranch, and Aquacultural Animals: Drive and control heavy farm equipment while attending to live farm, ranch, or aquacultural animals and in harvest of unprocessed animal products.
21	Farmworkers - Farm, Ranch, and Aquacultural Animals: Attend to live farm, ranch, or aquacultural animals including cattle, sheep, swine, goats, horses and other equines, poultry, finfish, shellfish, and bees. Duties may include feeding, watering, herding, milking, grazing, castrating, branding, de-beaking, weighing, catching, and loading animals. May conduct simple exams; maintain records; assist in births; and administer medications, vaccinations, or insecticides. May clean and maintain animal housing areas.
22	Graders And Sorters - Farm, Ranch, and Aquacultural Animal Products: Grade, sort, or classify unprocessed food and other agricultural products by size, weight, color, or condition.
23	Hand Packers And Packagers - Farm, Ranch and Aquacultural Animal Products: Pack or package by hand a wide variety of products and materials.
24	All Other Livestock Workers: All agricultural workers working with farm, ranch and aquacultural animals or products not included in codes 20 – 23.
SUPERVISORS	
31	Farmers, Ranchers and Other Agricultural Managers: Plan, direct, or coordinate the management or operation of farms, ranches, greenhouses, aquacultural operations, nurseries, tree farms, or other agricultural establishments.
32	First-Line Supervisors of Farm Workers: Directly supervise and coordinate the activities of agricultural, aquacultural, and related workers.
OTHER WORKERS	
41	Agricultural Inspectors: Inspect agricultural commodities, processing equipment and facilities, and aquacultural operations, to ensure compliance with regulations and laws governing health, quality, and safety.
42	Animal Breeders: Select and breed animals according to their genealogy, characteristics, and offspring.
43	Pesticide Handlers and Sprayers: Mix or apply pesticides, herbicides, fungicides, or insecticides through sprays, dusts, vapors, soil incorporation, or chemical application to all crops including nursery and greenhouse products and facilities, and livestock, and livestock facilities. Usually requires specific training and state or federal certification. Excludes pilots who dust or spray crops from aircraft.
44	Any Other Worker Not Listed Above: Including, but not limited to, mechanics, shop workers, truck drivers, accountants, bookkeepers, office workers. Excluding contract & custom workers, retail workers, and "value-added" workers.

Section 2 - PAID WORKERS for January 2019

1. Did this operation have agricultural workers on the payroll during the pay period that included January 12, 2019?

- 600 1 Yes [Continue]
 3 No [Go to page 7]
 2 Don't Know [Go to page 7]

TOTAL NUMBER
660

2. How many workers did you have on payroll to do agricultural work during the pay period that included January 12, 2019?.....

3. Fill out the table below for the workers paid to do agricultural work during the pay period that includes January 12, 2019.

- Report workers who fall under the same worker code on a single line
- Report the total hours and wages paid to the group of workers during the pay period
- Record each worker only once

Enter the Worker Code from Page 5	Number of Paid Workers	Total Hours Worked	How many of the Total Hours Worked were....		Total Gross Wages Paid (Dollars)	How much of the Total Gross Wages Paid were...		
			Total Base Hours	Total Overtime Hours		Total Base Wages	Total Bonus Wages	Total Overtime Wages
611	612	613			614	620	627	628
611	612	613			614	620	627	628
611	612	613			614	620	627	628
611	612	613			614	620	627	628
611	612	613			614	620	627	628
611	612	613			614	620	627	628
611	612	613			614	620	627	628
611	612	613			614	620	627	628

4. What is the length of the pay period that included January 12th?

- 3 One Week 4 Two Weeks 5 Half Month 6 One Month

NUMBER OF WORKERS
700

5. In 2019, how many of these total paid workers will be paid by this operation for 150 days or more of work?.....

Office Use Only Use – Completion Code - Usability	1 – Incomplete, Has Labor 2 – Incomplete, Unknown 3 – No Labor	698
---	--	-----

Section 3 - PAID WORKERS in 2019

1. During 2019, what was or will be the largest number of hired workers on the payroll on any one day?

INCLUDE:

- Workers directly hired and paid by the farm operation
- Part-time workers, paid family members, and hired managers
- Workers on paid leave (sick or vacation)

EXCLUDE:

- Contract and custom workers
- Retail workers and "value-added" workers..... 278

None

3

Largest Number of Workers in 2019
277

2. During 2019, did or will this operation have any H-2A temporary agricultural workers on the payroll?

The H-2A program allows agricultural employers who anticipate a shortage of domestic workers to bring non immigrant foreign workers to the U.S. to perform agricultural labor or services of a temporary or seasonal nature.

279 1 Yes

3 No

2 Don't Know

Section 4 - VALUE of SALES

1. Please classify this operation in terms of total gross value of sales
(Be sure sales represent only 2018 and earlier years' production.)

- Considering: Sales of all crops, livestock, poultry, and livestock products (milk, eggs, etc.) sold in 2018.
- The value of product removed for all crops, livestock, and poultry produced under contract in 2018.
 - Sales of all miscellaneous agricultural products in 2018.
 - All government agricultural payments received in 2018.
 - Landlord's share of government payments and crops sold in 2018.

a. What code represents total gross value of sales, including government agricultural payments?

Total Value	GVS Code	
'None' during 201.....	99	<input type="checkbox"/>
\$ 1 ---- \$ 999	1	<input type="checkbox"/>
\$ 1,000 ---- \$ 2,499	2	<input type="checkbox"/>
\$ 2,500 ---- \$ 4,999	3	<input type="checkbox"/>
\$ 5,000 ---- \$ 9,999	4	<input type="checkbox"/>
\$ 10,000 ---- \$ 24,999	5	<input type="checkbox"/>
\$ 25,000 ---- \$ 49,999	6	<input type="checkbox"/>
\$ 50,000 ---- \$ 99,999	7	<input type="checkbox"/>
\$ 100,000 ---- \$ 249,999	8	<input type="checkbox"/>
\$ 250,000 ---- \$ 499,999	9	<input type="checkbox"/>
\$ 500,000 ---- \$ 999,999	10	<input type="checkbox"/>
\$ 1,000,000 ---- \$ 2,499,999	11	<input type="checkbox"/>
\$ 2,500,000 ---- \$ 4,999,999	12	<input type="checkbox"/>
\$ 5,000,000 and over	13	<input type="checkbox"/>

GVS Code
550

b. Does the GVS (gross value of sales) Code in Code Box 550 equal to '1' or '99'?

- Yes** - (Continue) **No** - (Go to page 9, Item 2.)

c. Record all 2018 crops, land uses, and livestock or poultry now on the total acres operated, then go to page 10, Item 2.

Land Use	ACRES	Field Crops Intended For Harvest	ACRES	Other Crops	ACRES
CRP/WRP		Cut Christmas Trees	
Idle Cropland	
Summer Fallow	
.....		
				Livestock	NUMBER
Government Payments	WHOLE DOLLARS	Fruits/Nuts	ACRES	Cattle – Dairy.....	
CRP/WRP Payments		Cattle – Other.....	
Other Gov't Payments		Chickens.....	
			Hogs.....	
Pasture/Rangeland	ACRES		Horses.....	
Cropland Used Only For Pasture			Mules/Burros	
Permanent Pasture	
Woodland Pasture	ACRES	
		
		
Aquaculture	NUMBER	
Acres of Ponds in Use	
Foodsize/Stockers	
Fingerlings/Broodfish	
Trout Eggs	
				Office Use	
				TOTAL POINTS	
			ACRES	552	
				PASTURE POINTS	
				554	

Section 4 - VALUE of SALES (continued)

2. Of the farm or ranch income reported, which of these categories represents the largest portion of the gross income from this operation?

Code

- 1 – **Grains, Oilseeds, Dry Beans, and Dry Peas** 1
(corn, flaxseed, grain silage and forage, grains and oilseeds, popcorn, rice, small grains, sorghum, soybeans, sunflowers, straw, etc.)
- 2 – **Tobacco** 2
- 3 – **Cotton and Cottonseed** 3
- 4 – **Vegetables, Melons, Potatoes and Sweet Potatoes** 4
(beets, cabbage, cantaloupes, pumpkins, sweet corn, tomatoes, watermelons, vegetable seeds, etc.)
- 5 – **Fruit, Tree Nuts and Berries** 5
(almonds, apples, blueberries, cherries, grapes, hazelnuts, kiwifruit, oranges, pears, pecans, strawberries, walnuts, etc.)
- 6 – **Nursery, Greenhouse, Floriculture and Sod** 6
(bedding plants, bulbs, cut flowers, flower seeds, foliage plants, mushrooms, nursery potted plants, shrubbery, sod, etc.)
- 7 – **Cut Christmas Trees and Short Rotation Woody Crops** 7
- 8 – **Other Crops and Hay, CRP and Pasture** 8
(grass seed, hay and grass silage, hops, maple syrup, mint, peanuts, sugarcane, sugarbeets, CRP, etc.)
- 9 – **Hogs and Pigs** 9
- 10 – **Milk and Other Dairy Products from Cows** 10
- 11 – **Cattle and Calves** 11
(beef and dairy cattle for breeding stock, fed cattle, beef and dairy cull animals, stockers and feeders, veal calves, etc.)
- 12 – **Sheep, Goats, and their Products** 12
(wool, mohair, milk and cheese)
- 13 – **Horses, Ponies, and Mules** 13
(burros and donkeys)
- 14 – **Poultry and Eggs** 14
(broilers, chickens, turkeys, ducks, eggs, emus, geese, hatchlings, ostriches, pigeons, pheasants, quail, poultry products, etc.)
- 15 – **Aquaculture** 15
(catfish, trout, ornamental and other fish, mollusks, crustaceans, etc.)
- 16 – **Other Animals and Other Animal Products** 16
(honey bees, honey, rabbits, fur-bearing animals, semen, manure, other animal specialties, etc.)

Farm Type Code
551



Section 5 - Operators

1. Are the day-to-day decisions for this operation made by one individual, a hired manager, or partners? [Check one]

- One individual - [Go to Section 6 on page 10.]
- A hired manager - [Go to Section 6 on page 10.]
- Partners – [Continue]

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Number

How many individuals are involved in the day-to-day decisions of this operation?
(Enter the number of partners.)

Include the partner named on the label. Partners jointly operate land and share in decision making. Do not include landlords and tenants as partners.

2. Please identify the other person(s) in this partnership, then go to Section 1, page 5.
[Verify partners' names and make necessary corrections if names have already been entered.]

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: () - _____
 Did this partner also operate land individually on June 1, 2018?
 Yes No

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: () - _____
 Did this partner also operate land individually on June 1, 2018?
 Yes No

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: () - _____
 Did this partner also operate land individually on June 1, 2018?
 Yes No

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: () - _____
 Did this partner also operate land individually on June 1, 2018?
 Yes No

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Stratum
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Ind. Op.
9924

For Office Use Only
Stratum
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Ind. Op.
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For Office Use Only
Stratum
9927
Ind. Op.
9924

For Office Use Only
Stratum
9928
Ind. Op.
9924

Section 6 - CHANGE in OPERATOR

Complete this section only if you answered "NO" for all questions in item 2 on the face page.

1. Has the operation named on the label been sold, rented, or turned over to someone else?

Yes - (Go to item 2) No - (Go to a.)

a. Will the land be used for any agricultural purpose by you (the operator), or anyone else in the next year? (INCLUDE growing crops or raising livestock.)

Yes Don't Know No

(Regardless of answer to above, write a note to explain the situation, then go to page 12.)

2. Please provide the following information for the operation that has taken over the land:

Operation Name: _____

Operator Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) - _____

3. Was this new operation, reported in item 2, in business before June 1, 2018?

Yes - [Go to page 12.] No - [Continue.]

4. Is this new operation managed?

Yes - [Go to page 12.] No - [Continue.]

5. Were any individuals associated with the new operation, reported in item 2 above, operating land individually before June 1, 2018?

Yes - [Go to page 12.] No - [Go to page 12.]

Section 7 - CONCLUSION

1. Do you (the operator named on the label) make any day-to-day decisions for another farm or ranch?

- Yes - Continue No - Go to Item 3

a. What is the name of the other operation(s)?

Operation Name: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone: (____) _____

[ENUMERATOR NOTE: IF ADDITIONAL OPERATION IS INDIVIDUAL OR PARTNERSHIP, answer item 2 below and complete a separate questionnaire for the additional operation.]

2. Was this additional operation in business before June 1, 2018?

- Yes - Continue No - Continue

Comments:

3. **Survey Results:** To receive the complete results of this survey on the release date go to www.nass.usda.gov/Surveys/Guide_to_NASS_Surveys/

To have a brief summary emailed to you at a later date, please enter your email address.

Would you rather have a brief summary mailed to you at a later date?

- 1 Yes 3 No

Respondent Name:	9911 Phone:	9910 MM DD YY Date:
------------------	----------------	---------------------------------

Thank you for your help

OFFICE USE ONLY

Response		Respondent		Mode		Enum.	Eval.	Change	Office Use for POID			
1-Comp 2-R 3-Inac 4-Office Hold 5-R – Est 6-Inac – Est 7-Off Hold – Est	9901	1-Op/Mgr 2-Sp 3-Acct/Bkpr 4-Partner 9-Oth	9902	1-PASI (Mail) 2-PATI (Tel) 3-PAPI (Face-to-Face) 6-e-mail 7-Fax 19-Other	9903	9998	9900	9985	9989			
									_ _ _ _ - - _ _ _ _			
									Optional Use			
									9907	9908	9906	9916
S/E Name												

APPENDIX B. Round 1 Cognitive Interview Guide

2019 Ag Labor Cognitive Testing

The purpose of this testing is to test proposed changes to the Agricultural Labor Survey in 2019. The proposed changes include:

- Change the reference period from a reference week to the pay period that includes the 12th of the month
- Replacing the language “work hired to do” with “Report each worker only once under the worker code that requires the highest level of skill if the worker performs work in two or more codes. If there is no measurable difference in skill requirements, report workers under the worker code in which they spend the most time.”
- Clarify that bonuses should only include bonuses that are paid each pay period
- Add clarification for commissions and in-kind payments
- Reformatting the questionnaire to include an instruction sheet
- Ease and accuracy of reporting of base hours and overtime hours
- Addition of new pay period question

A maximum of 30 cognitive interviews will be completed across three rounds of testing. Two rounds will be completed in person and one round will be completed via webex. Respondents who pay overtime or piece rate will be oversampled for the interviews.

Respondents will complete the paper questionnaire on their own (sections 1 and 3). Retrospective probes will then be used to understand the respondents’ response process.

Demographics

Interviewer's Name	[]
POID	[]
PID	[]
State	[]
Date of Interview	[]
Type of Farm	[]
Gender of Respondent	[]
Age of Respondent (18-29, 30-44, 45-59, 60+)	[]
Number of hired workers reported (and number on list frame)	[]
Types of pay (overtime, incentive, piece, bonus, etc.)	[]
Other Information	[]

Instruction Sheet:

Did respondents read the instruction sheet before beginning section 1? Did respondents refer back to the instruction sheet at any time while filling out the questionnaire?

Section 1: (Probe generally on each question in Section 1)

Pay Period:

For all questions in Section 1, do respondents understand to report for the full pay period that includes the 12th? For those who pay monthly, did they have any issues if their payroll period is not yet complete (when the survey would typically be mailed out)?

Worker Types:

What type of workers do they report in Section 1? Do they adhere to instructions?

For workers that fit into multiple categories, did respondents follow the instructions? Did they report each worker only once? Did they report them in the category that requires the highest level of skill (if similar levels of skill, in the category that they spend the most time)?

How do they pay their workers? Is it different by worker type (e.g., payroll, type of pay)?

Hours:

Do respondents report total, base, and overtime hours accurately? Do these questions cause any additional burden?

Wages:

How did respondents report wages? In particular, those who pay piece rate, bonuses, commissions, or overtime, how did they report wages? For overtime wage, did they understand to report the total overtime wages? When are bonuses, commissions, etc. paid?

Do respondents pay in-kind (agricultural product like a side of beef, bushels of grain, etc), if so how are they reporting it? (Note: In-kind payments do not include benefits such as housing, meals or insurance.)

Pay Period Question:

Did respondents answer questions 4 and 5? Did they have any difficulty answering question 4 on pay period?

Consistency:

Did respondents adhere to the “instructions” for agricultural workers when completing each section? Or do they shift regarding which workers they are considering when answering? (e.g., do they adhere to instructions for all workers reported in section 1? Do they shift who they think about in sections 1, 2, and 3?)

APPENDIX C. Round 2 Questionnaire

AGRICULTURAL LABOR SURVEY – April 2019

OMB No. 0535-0109
 Approval Expires: 3/31/2021
 Project Code: 956
 SurveyId: 4012

2019 Test Instrument – V2



**United States
 Department of
 Agriculture**



**NATIONAL
 AGRICULTURAL
 STATISTICS
 SERVICE
 USDA/NASS**

National Operations Division
 9700 Page Avenue, Suite 400
 St. Louis, MO 63132-1547
 Phone: 1-888-424-7828
 Fax: 1-855-415-3687
 E-mail: nass@nass.usda.gov

Please make corrections to name, address and ZIP Code, if necessary.

The information you provide will be used for statistical purposes only. Your responses will be kept confidential and any person who willfully discloses ANY identifiable information about you or your operation is subject to a jail term, a fine, or both. This survey is conducted in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347 and other applicable Federal laws. For more information on how we protect your information please visit: <https://www.nass.usda.gov/confidentiality>. Response to this survey is **voluntary**.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number is 0535-0109. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

State	POID	Tract	Subtr.
__	_____	__	__

1. [Verify name and mailing address of this operation. Make any corrections necessary (including the correct operation name) on the label and continue.] [Check if name label verified]
2. Since June 1, 2018 have you or will you (name on label)--
 - a. grow any crops or cut hay?

[INCLUDE grains, row crops, oilseeds, fruits, nuts, vegetables (including strawberries and melon crops), nursery and greenhouse, Christmas trees, and other specialty crops.]

1 Yes [Go to page 2] 3 No [Continue]
 - b. own or raise any livestock, poultry, bees or aquaculture?

[INCLUDE livestock and poultry owned, and any being raised under contract for someone else.]

1 Yes [Go to page 2] 3 No [Continue]
 - c. sell any agricultural products?

1 Yes [Go to page 2] 3 No [Continue]
 - d. receive government agricultural payments?

[EXCLUDE government payments received as a landlord.]

1 Yes [Go to page 2] 3 No [Continue]
 - e. have more than 19 acres of idle cropland or more than 99 acres of pastureland?

1 Yes [Go to page 2] 3 No [Go to page 12]

Instructions for Reporting Agricultural Workers

- Agricultural workers are workers directly hired and paid by the farm operation to perform work on a farm or ranch in connection with the production of agricultural products.
- Include part-time workers, paid family members, hired managers, and workers on paid leave.
- Do not include workers hired through a contractor, custom workers (workers hired to use their machines to perform a service on the farm e.g., combining, fertilizing), retail workers, or value added workers (workers who materially alter the form of the product produced e.g., winery, dairy manufacturing plant workers).
- Report workers under the worker code (provided on page 5) in which they are working, not under the worker code for which they have been trained.
- Report each worker only once.
- If the worker performs work in two or more worker codes, report them under the worker code that requires the highest level of skill. If there is no measurable difference in skill requirements, report workers under the worker code in which they spend the most time.

Instructions for Reporting Pay Period

- Report for your pay period. Pay periods can vary (monthly, biweekly, weekly, etc). For example, if your pay period is weekly, report all agricultural workers' hours and wages for the week that includes the 12th of the month.
- If your workers were not working on the 12th of the month, include workers, hours and wages for the other days in your pay period that included the 12th of the month.

Instructions for Reporting Hours

TOTAL HOURS

Total hours are the sum of base and overtime hours worked.

BASE HOURS

Base hours are hours worked at the employee's regular rate of pay. For salaried employees, report the standard amount of hours worked on your operation.

OVERTIME HOURS

Overtime hours are hours worked that are paid at an amount above the employee's regular rate of pay.

Instructions for Reporting Wages

GROSS WAGES

Gross wages are the total amount paid to workers before taxes and other deductions. Include the worker's share of social security and unemployment insurance, but exclude the employer's share. Include in-kind payments (e.g., agricultural product like a side of beef, bushels of grain, etc.) provided in lieu of wages for work done. In-kind payments do not include benefits such as housing, meals or insurance.

BASE WAGES

Base wages are the minimum amount paid and do not include bonuses, overtime pay, commissions. For employees on an incentive system, base wages are the minimum amount guaranteed. Include in-kind payments.

BONUS WAGES

Bonus wages are wages paid in addition to the base wages. These include performance pay (piece rate pay beyond base wage), hazard pay, and bonuses that are paid each pay period. Commissions should also be reported under bonus wages. Do not include end of the season bonuses.

OVERTIME WAGES

Overtime wages are the wages paid for the overtime hours.

Examples:

PIECE RATE PAY EXAMPLE

Sixty apple pickers worked 50 hours each during the pay period on piece rate pay, and they were guaranteed \$12 per hour plus additional wages based on piece. They would be reported under worker code 12. Total hours and base hours would both be 3,000. They were paid \$48,000 total gross wages based on the amount they picked. Base wages would be reported as \$36,000 and bonus wages would be reported as \$12,000.

Enter the Worker Code from Page 5	Number of Paid Workers	Total Hours Worked	How many of the Total Hours Worked were....		Total Gross Wages Paid (Dollars)	How much of the Total Gross Wages Paid were...		
			Total Base Hours	Total Overtime Hours		Total Base Wages	Total Bonus Wages	Total Overtime Wages
12	60	3,000	3,000	0	\$48,000	\$36,000	\$12,000	0

OVERTIME PAY EXAMPLE

Ten apple packers worked 50 hours each, 10 of which were overtime hours. Each were paid \$10 an hour for the first 40 hours and time and a half (\$15) for the 10 overtime hours. They would be reported under worker code 14. Total hours would be 500. Base hours would be 400. Overtime hours would be 100. The total gross wages paid would be \$5,500. The base wages would be \$4,000. Bonus wages would be zero. Overtime wages would be \$1,500.

Enter the Worker Code from Page 5	Number of Paid Workers	Total Hours Worked	How many of the Total Hours Worked were....		Total Gross Wages Paid (Dollars)	How much of the Total Gross Wages Paid were...		
			Total Base Hours	Total Overtime Hours		Total Base Wages	Total Bonus Wages	Total Overtime Wages
14	10	500	400	100	\$5,500	\$4,000	0	\$1,500

Section 1 - PAID WORKERS for April 2019

1. Did this operation have agricultural workers on the payroll during the pay period that included April 12, 2019?

- 600 1 Yes [Continue]
 3 No [Go to page 6]
 2 Don't Know [Go to page 6]

TOTAL NUMBER
660

2. How many agricultural workers did you have on the payroll during your pay period that included April 12, 2019?.....

3. Fill out the table below for the agricultural workers on your payroll during your pay period that includes April 12, 2019.

- Report workers who fall under the same worker code on a single line
- Report the total hours and wages paid to the group of workers during the pay period
- Record each worker only once

Enter the Worker Code from Page 5	Number of Paid Workers	Total Hours Worked	How many of the Total Hours Worked were....		Total Gross Wages Paid (Dollars)	How much of the Total Gross Wages Paid were...		
			Total Base Hours	Total Overtime Hours		Total Base Wages	Total Bonus Wages	Total Overtime Wages
611	612	613			614	620	627	628
611	612	613			614	620	627	628
611	612	613			614	620	627	628
611	612	613			614	620	627	628
611	612	613			614	620	627	628
611	612	613			614	620	627	628
611	612	613			614	620	627	628
611	612	613			614	620	627	628
611	612	613			614	620	627	628

4. What is the length of your pay period that included April 12th?

- 3 One Week 4 Two Weeks 5 Half Month 6 One Month

NUMBER OF WORKERS
700

5. In 2019, how many of the agricultural workers reported above will be paid by this operation for 150 days or more of work?.....

Worker Codes for Sections 1 and 2

Code	
CROP, NURSERY, AND GREENHOUSE WORKERS	
11	Agricultural Equipment Operators - Crop, Nursery and Greenhouse: Drive and control farm equipment to till soil and to plant, cultivate, and harvest crops.
12	Farmworkers - Crop, Nursery and Greenhouse: Use hand tools to manually plant, cultivate, and harvest vegetables, fruits, nuts, horticultural specialties, field crops, Christmas trees and short rotation woody crops. Duties may include tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying pesticides; or cleaning, grading, sorting, packing, and loading harvested products. May construct trellises, repair fences and farm buildings, or participate in irrigation activities.
13	Graders And Sorters - Crop, Nursery and Greenhouse Products: Grade, sort, or classify agricultural crops by size, weight, color or condition.
14	Hand Packers And Packagers - Crop, Nursery and Greenhouse Products: Pack or package by hand a wide variety of products and materials.
15	All Other Field Workers: All agricultural workers working with crops, nursery or greenhouse products not included in codes 11-14. Specify type of other field workers: _____
LIVESTOCK WORKERS	
20	Agricultural Equipment Operators – Farm, Ranch, and Aquacultural Animals: Drive and control heavy farm equipment while attending to live farm, ranch, or aquacultural animals and in harvest of unprocessed animal products.
21	Farmworkers - Farm, Ranch, and Aquacultural Animals: Attend to live farm, ranch, or aquacultural animals including cattle, sheep, swine, goats, horses and other equines, poultry, finfish, shellfish, and bees. Duties may include feeding, watering, herding, milking, grazing, castrating, branding, de-beaking, weighing, catching, and loading animals. May conduct simple exams; maintain records; assist in births; and administer medications, vaccinations, or insecticides. May clean and maintain animal housing areas.
22	Graders And Sorters - Farm, Ranch, and Aquacultural Animal Products: Grade, sort, or classify unprocessed food and other agricultural products by size, weight, color, or condition.
23	Hand Packers And Packagers - Farm, Ranch and Aquacultural Animal Products: Pack or package by hand a wide variety of products and materials.
24	All Other Livestock Workers: All agricultural workers working with farm, ranch and aquacultural animals or products not included in codes 20 – 23. Specify type of other livestock workers: _____
SUPERVISORS	
31	Farmers, Ranchers and Other Agricultural Managers: Plan, direct, or coordinate the management or operation of farms, ranches, greenhouses, aquacultural operations, nurseries, tree farms, or other agricultural establishments.
32	First-Line Supervisors of Farm Workers: Directly supervise and coordinate the activities of agricultural, aquacultural, and related workers.
OTHER WORKERS	
41	Agricultural Inspectors: Inspect agricultural commodities, processing equipment and facilities, and aquacultural operations, to ensure compliance with regulations and laws governing health, quality, and safety.
42	Animal Breeders: Select and breed animals according to their genealogy, characteristics, and offspring.
43	Pesticide Handlers and Sprayers: Mix or apply pesticides, herbicides, fungicides, or insecticides through sprays, dusts, vapors, soil incorporation, or chemical application to all crops including nursery and greenhouse products and facilities, and livestock, and livestock facilities. Usually requires specific training and state or federal certification. Excludes pilots who dust or spray crops from aircraft.
44	Any Other Worker Not Listed Above: Including, but not limited to, mechanics, shop workers, truck drivers, accountants, bookkeepers, office workers. Excluding contract & custom workers, retail workers, and “value-added” workers. Specify type of other workers: _____

Section 2 - PAID WORKERS for January 2019

1. Did this operation have agricultural workers on the payroll during the pay period that included January 12, 2019?

- 600 1 Yes [Continue]
 3 No [Go to page 7]
 2 Don't Know [Go to page 7]

TOTAL NUMBER
660

2. How many agricultural workers did you have on the payroll during your pay period that included January 12, 2019?.....

3. Fill out the table below for the agricultural workers on your payroll during your pay period that includes January 12, 2019.

- Report workers who fall under the same worker code on a single line
- Report the total hours and wages paid to the group of workers during the pay period
- Record each worker only once

Enter the Worker Code from Page 5	Number of Paid Workers	Total Hours Worked	How many of the Total Hours Worked were....		Total Gross Wages Paid (Dollars)	How much of the Total Gross Wages Paid were...		
			Total Base Hours	Total Overtime Hours		Total Base Wages	Total Bonus Wages	Total Overtime Wages
611	612	613			614	620	627	628
611	612	613			614	620	627	628
611	612	613			614	620	627	628
611	612	613			614	620	627	628
611	612	613			614	620	627	628
611	612	613			614	620	627	628
611	612	613			614	620	627	628
611	612	613			614	620	627	628
611	612	613			614	620	627	628

4. What is the length of your pay period that included January 12th?

- 3 One Week 4 Two Weeks 5 Half Month 6 One Month

NUMBER OF WORKERS
700

5. In 2019, how many of the agricultural workers reported above will be paid by this operation for 150 days or more of work?.....

Section 3 - PAID WORKERS in 2019

Largest Number of Workers in 2019
277

1. During 2019, what was or will be the largest number of agricultural workers on the payroll on any one day?..... 3 None

2. During 2019, did or will this operation have any H-2A temporary agricultural workers on the payroll?

The H-2A program allows agricultural employers who anticipate a shortage of domestic workers to bring non immigrant foreign workers to the U.S. to perform agricultural labor or services of a temporary or seasonal nature.

- 279 1 Yes
- 3 No
- 2 Don't Know

Section 4 - VALUE of SALES

1. Please classify this operation in terms of total gross value of sales
(Be sure sales represent only 2018 and earlier years' production.)

- Considering: Sales of all crops, livestock, poultry, and livestock products (milk, eggs, etc.) sold in 2018.
- The value of product removed for all crops, livestock, and poultry produced under contract in 2018.
 - Sales of all miscellaneous agricultural products in 2018.
 - All government agricultural payments received in 2018.
 - Landlord's share of government payments and crops sold in 2018.

a. What code represents total gross value of sales, including government agricultural payments?

Total Value	GVS Code
'None' during 201.....	99 <input type="checkbox"/>
\$ 1 ---- \$ 999	1 <input type="checkbox"/>
\$ 1,000 ---- \$ 2,499	2 <input type="checkbox"/>
\$ 2,500 ---- \$ 4,999	3 <input type="checkbox"/>
\$ 5,000 ---- \$ 9,999	4 <input type="checkbox"/>
\$ 10,000 ---- \$ 24,999	5 <input type="checkbox"/>
\$ 25,000 ---- \$ 49,999	6 <input type="checkbox"/>
\$ 50,000 ---- \$ 99,999	7 <input type="checkbox"/>
\$ 100,000 ---- \$ 249,999	8 <input type="checkbox"/>
\$ 250,000 ---- \$ 499,999	9 <input type="checkbox"/>
\$ 500,000 ---- \$ 999,999	10 <input type="checkbox"/>
\$ 1,000,000 ---- \$ 2,499,999	11 <input type="checkbox"/>
\$ 2,500,000 ---- \$ 4,999,999	12 <input type="checkbox"/>
\$ 5,000,000 and over	13 <input type="checkbox"/>

GVS Code
550

b. Does the GVS (gross value of sales) Code in Code Box 550 equal to '1' or '99'?

- Yes** - (Continue) **No** - (Go to page 9, Item 2.)

c. Record all 2018 crops, land uses, and livestock or poultry now on the total acres operated, then go to page 10, Item 2.

Land Use	ACRES	Field Crops Intended For Harvest	ACRES	Other Crops	ACRES
CRP/WRP		Cut Christmas Trees	
Idle Cropland	
Summer Fallow	
.....		
				Livestock	NUMBER
Government Payments	WHOLE DOLLARS	Fruits/Nuts	ACRES	Cattle – Dairy.....	
CRP/WRP Payments		Cattle – Other.....	
Other Gov't Payments		Chickens.....	
			Hogs.....	
Pasture/Rangeland	ACRES		Horses.....	
Cropland Used Only For Pasture			Mules/Burros	
Permanent Pasture	
Woodland Pasture	ACRES	
		
		
Aquaculture	NUMBER	
Acres of Ponds in Use	
Foodsize/Stockers	
Fingerlings/Broodfish	
Trout Eggs	
				Office Use	
				TOTAL POINTS	
				552	
				PASTURE POINTS	
				554	

Section 4 - VALUE of SALES (continued)

2. Of the farm or ranch income reported, which of these categories represents the largest portion of the gross income from this operation?

Code

- 1 – **Grains, Oilseeds, Dry Beans, and Dry Peas** 1
(corn, flaxseed, grain silage and forage, grains and oilseeds, popcorn, rice, small grains, sorghum, soybeans, sunflowers, straw, etc.)
- 2 – **Tobacco** 2
- 3 – **Cotton and Cottonseed** 3
- 4 – **Vegetables, Melons, Potatoes and Sweet Potatoes** 4
(beets, cabbage, cantaloupes, pumpkins, sweet corn, tomatoes, watermelons, vegetable seeds, etc.)
- 5 – **Fruit, Tree Nuts and Berries** 5
(almonds, apples, blueberries, cherries, grapes, hazelnuts, kiwifruit, oranges, pears, pecans, strawberries, walnuts, etc.)
- 6 – **Nursery, Greenhouse, Floriculture and Sod** 6
(bedding plants, bulbs, cut flowers, flower seeds, foliage plants, mushrooms, nursery potted plants, shrubbery, sod, etc.)
- 7 – **Cut Christmas Trees and Short Rotation Woody Crops** 7
- 8 – **Other Crops and Hay, CRP and Pasture** 8
(grass seed, hay and grass silage, hops, maple syrup, mint, peanuts, sugarcane, sugarbeets, CRP, etc.)
- 9 – **Hogs and Pigs** 9
- 10 – **Milk and Other Dairy Products from Cows** 10
- 11 – **Cattle and Calves** 11
(beef and dairy cattle for breeding stock, fed cattle, beef and dairy cull animals, stockers and feeders, veal calves, etc.)
- 12 – **Sheep, Goats, and their Products** 12
(wool, mohair, milk and cheese)
- 13 – **Horses, Ponies, and Mules** 13
(burros and donkeys)
- 14 – **Poultry and Eggs** 14
(broilers, chickens, turkeys, ducks, eggs, emus, geese, hatchlings, ostriches, pigeons, pheasants, quail, poultry products, etc.)
- 15 – **Aquaculture** 15
(catfish, trout, ornamental and other fish, mollusks, crustaceans, etc.)
- 16 – **Other Animals and Other Animal Products** 16
(honey bees, honey, rabbits, fur-bearing animals, semen, manure, other animal specialties, etc.)

Farm Type Code
551



Section 5 - Operators

1. Are the day-to-day decisions for this operation made by one individual, a hired manager, or partners? [Check one]

- One individual - [Go to Section 6 on page 10.]
- A hired manager - [Go to Section 6 on page 10.]
- Partners – [Continue]

For Office Use Only
R. Unit
9921
June 1
9930
Subst
9941

Number

How many individuals are involved in the day-to-day decisions of this operation?
(Enter the number of partners.)

Include the partner named on the label. Partners jointly operate land and share in decision making. Do not include landlords and tenants as partners.

2. Please identify the other person(s) in this partnership, then go to Section 1, page 5.
[Verify partners' names and make necessary corrections if names have already been entered.]

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: () - _____
 Did this partner also operate land individually on June 1, 2018?
 Yes No

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: () - _____
 Did this partner also operate land individually on June 1, 2018?
 Yes No

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: () - _____
 Did this partner also operate land individually on June 1, 2018?
 Yes No

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: () - _____
 Did this partner also operate land individually on June 1, 2018?
 Yes No

For Office Use Only
Stratum
9922
Ind. Op.
9924

For Office Use Only
Stratum
9923
Ind. Op.
9924

For Office Use Only
Stratum
9927
Ind. Op.
9924

For Office Use Only
Stratum
9928
Ind. Op.
9924

Section 6 - CHANGE in OPERATOR

Complete this section only if you answered "NO" for all questions in item 2 on the face page.

1. Has the operation named on the label been sold, rented, or turned over to someone else?

- Yes - (Go to item 2)
- No - (Go to a.)

<p>a. Will the land be used for any agricultural purpose by you (the operator), or anyone else in the next year? (INCLUDE growing crops or raising livestock.)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> Don't Know <input type="checkbox"/> No</p> <p>(Regardless of answer to above, write a note to explain the situation, then go to page 12.)</p> <hr/> <hr/> <hr/> <hr/> <hr/>
--

2. Please provide the following information for the operation that has taken over the land:

Operation Name: _____

Operator Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) - _____

3. Was this new operation, reported in item 2, in business before June 1, 2018?

- Yes - [Go to page 12.]
- No - [Continue.]

4. Is this new operation managed?

- Yes - [Go to page 12.]
- No - [Continue.]

5. Were any individuals associated with the new operation, reported in item 2 above, operating land individually before June 1, 2018?

- Yes - [Go to page 12.]
- No - [Go to page 12.]

Section 7 - CONCLUSION

1. Do you (the operator named on the label) make any day-to-day decisions for another farm or ranch?

- Yes - Continue No - Go to Item 3

a. What is the name of the other operation(s)?

Operation Name: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone: (____) _____

[ENUMERATOR NOTE: IF ADDITIONAL OPERATION IS INDIVIDUAL OR PARTNERSHIP, answer item 2 below and complete a separate questionnaire for the additional operation.]

2. Was this additional operation in business before June 1, 2018?

- Yes - Continue No - Continue

Comments:

3. **Survey Results:** To receive the complete results of this survey on the release date go to www.nass.usda.gov/Surveys/Guide_to_NASS_Surveys/

To have a brief summary emailed to you at a later date, please enter your email address.

Would you rather have a brief summary mailed to you at a later date?

- 1 Yes 3 No

Respondent Name:	9911 Phone:	9910 MM DD YY Date:
------------------	----------------	---------------------------------

Thank you for your help

OFFICE USE ONLY

Response		Respondent		Mode		Enum.	Eval.	Change	Office Use for POID			
1-Comp 2-R 3-Inac 4-Office Hold 5-R – Est 6-Inac – Est 7-Off Hold – Est	9901	1-Op/Mgr 2-Sp 3-Acct/Bkpr 4-Partner 9-Oth	9902	1-PASI (Mail) 2-PATI (Tel) 3-PAPI (Face-to-Face) 6-e-mail 7-Fax 19-Other	9903	9998	9900	9985	9989			
									_ _ _ _ - - - -			
									Optional Use			
									9907	9908	9906	9916
S/E Name												

APPENDIX D. Round 2 Cognitive Interview Guide

2019 Ag Labor Cognitive Testing – Round 2

The purpose of this testing is to test proposed changes to the Agricultural Labor Survey in 2019. The proposed changes include:

- Change the reference period from a reference week to the pay period that includes the 12th of the month
- Replacing the language “work hired to do” with “Report each worker only once under the worker code that requires the highest level of skill if the worker performs work in two or more codes. If there is no measurable difference in skill requirements, report workers under the worker code in which they spend the most time.”
- Clarify that bonuses should only include bonuses that are paid each pay period
- Add clarification for commissions and in-kind payments
- Reformatting the questionnaire to include an instruction sheet
- Ease and accuracy of reporting of base hours and overtime hours
- Addition of new pay period question

A maximum of 30 cognitive interviews will be completed across three rounds of testing. Two rounds will be completed in person and one round will be completed via webex. Respondents who pay overtime or piece rate will be oversampled for the interviews.

Respondents will complete the paper questionnaire on their own (sections 1 and 3). Retrospective probes will then be used to understand the respondents’ response process.

Round 2 - Demographics

Interviewer's Name	[]
POID	[]
PID	[]
State	[]
Date of Interview	[]
Type of Farm	[]
Gender of Respondent	[]
Age of Respondent (18-29, 30-44, 45-59, 60+)	[]
Number of hired workers reported (and number on list frame)	[]
Types of pay (overtime, incentive, piece, bonus, etc.)	[]
Other Information	[]

Instruction Sheet:

Did respondents read the instruction sheet (instructions and examples) before beginning section 1? Did respondents refer back to the instruction sheet at any time while filling out the questionnaire? Do respondents have any issues with the instructions or examples?

Section 1: (Probe generally on each question in Section 1)

Pay Period:

For all questions in Section 1, do respondents understand to report for the full pay period that includes the 12th? For those who pay monthly, did they have any issues if their payroll period is not yet complete (when the survey would typically be mailed out)? [note we changed the language to “your pay period due to comprehension issues in Round 1]

Questions 1 and 2

Do respondents have any issues with these questions? What do they think the questions are asking? Do they report accurately?

Worker Types:

What type of workers do they report in Section 1? Do they adhere to instructions?

For workers that fit into multiple categories, did respondents follow the instructions? Did they report each worker only once? Did they report them in the category that requires the highest level of skill (if similar levels of skill, in the category that they spend the most time? Are there any issues with our instructions? [Note: we reformatted these instructions in Round 2 to encourage respondents to read them]

How do they pay their workers? Is it different by worker type (e.g., payroll, type of pay)?

Do respondents who report “other” see the instruction to specify the job tasks?

Number of Workers

Do respondents have any issues with reporting number of workers by worker type?

Hours:

Do respondents report total, base, and overtime hours accurately? Do these questions cause any additional burden? Do they understand/agree with the definitions we provide? Do people who pay piece rate track hours?

Wages:

How did respondents report wages? In particular, those who pay piece rate, bonuses, commissions, or overtime, how did they report wages? For overtime wages, did they understand to report the total overtime wages? When are bonuses, commissions, etc. paid? Do respondents with piece rate have any issues with how we're asking them to report?

Do respondents pay in-kind (agricultural product like a side of beef, bushels of grain, etc), if so how are they reporting it? (Note: In-kind payments do not include benefits such as housing, meals or insurance.)

Do respondents understand/agree with our instructions regarding wages?

Pay Period Question:

Did respondents answer questions 4 and 5? Did they have any difficulty answering question 4 on pay period?

150 Day Question:

What did respondents think this question was asking? Did they have any issues?

Section 3

Question 1 – largest number

What did respondents think this question was asking? Did they have any issues?

Consistency:

Did respondents adhere to the “instructions” for agricultural workers when completing each section? Or do they shift regarding which workers they are considering when answering? (e.g., do they adhere to instructions for all workers reported in section 1? Do they shift who they think about in sections 1, 2, and 3?)

Section 3, Question 2 – H2A

What did respondents think this question was asking? Did they have any issues?

APPENDIX E. Round 3 Questionnaire Version 1

AGRICULTURAL LABOR SURVEY – October 2019

OMB No. 0535-0109
 Approval Expires: 3/31/2021
 Project Code: 956
 SurveyId: 4012

2019 Test Instrument – V3



National Operations Division
 9700 Page Avenue, Suite 400
 St. Louis, MO 63132-1547
 Phone: 1-888-424-7828
 Fax: 1-855-415-3687
 E-mail: nass@nass.usda.gov

Please make corrections to name, address and ZIP Code, if necessary.

The information you provide will be used for statistical purposes only. Your responses will be kept confidential and any person who willfully discloses ANY identifiable information about you or your operation is subject to a jail term, a fine, or both. This survey is conducted in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347 and other applicable Federal laws. For more information on how we protect your information please visit: <https://www.nass.usda.gov/confidentiality>. Response to this survey is **voluntary**.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number is 0535-0109. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

State	POID	Tract	Subtr.
__	_____	__	__

1. [Verify name and mailing address of this operation. Make any corrections necessary (including the correct operation name) on the label and continue.] [Check if name label verified]
2. Since June 1, 2019 have you or will you (name on label)--
 - a. grow any crops or cut hay?

[INCLUDE grains, row crops, oilseeds, fruits, nuts, vegetables (including strawberries and melon crops), nursery and greenhouse, Christmas trees, and other specialty crops.]

1 Yes [Go to page 2] 3 No [Continue]
 - b. own or raise any livestock, poultry, bees or aquaculture?

[INCLUDE livestock and poultry owned, and any being raised under contract for someone else.]

1 Yes [Go to page 2] 3 No [Continue]
 - c. sell any agricultural products?

1 Yes [Go to page 2] 3 No [Continue]
 - d. receive government agricultural payments?

[EXCLUDE government payments received as a landlord.]

1 Yes [Go to page 2] 3 No [Continue]
 - e. have more than 19 acres of idle cropland or more than 99 acres of pastureland?

1 Yes [Go to page 2] 3 No [Go to page 12]

Instructions for Reporting Agricultural Workers

- Agricultural workers are workers directly hired and paid by the farm operation to perform work on a farm or ranch in connection with the production of agricultural products.
- Include part-time workers, paid family members, hired managers, and workers on paid leave.
- Do not include workers hired through a contractor, custom workers (workers hired to use their machines to perform a service on the farm e.g., combining, fertilizing), retail workers, or value added workers (workers who materially alter the form of the product produced e.g., winery, dairy manufacturing plant workers).
- Report workers under the worker code (provided on page 5) in which they are working, not under the worker code for which they have been trained.
- If the worker performs work in two or more worker codes, report them under the worker code that requires the highest level of skill. If there is no measurable difference in skill requirements, report workers under the worker code in which they spend the most time.
- Report each worker only once.

Instructions for Reporting Pay Period

- Report for your pay period. Pay periods can vary (monthly, biweekly, weekly, etc). For example, if your pay period is weekly, report all agricultural workers' hours and wages for the week that includes the 12th of the month.
- If your workers were not working on the 12th of the month, include workers, hours and wages for the other days in your pay period that included the 12th of the month.

Instructions for Reporting Hours

TOTAL HOURS

Total hours are the sum of base and overtime hours worked.

BASE HOURS

Base hours are hours worked at the employee's regular rate of pay. For salaried employees, report the standard amount of hours worked on your operation.

OVERTIME HOURS

Overtime hours are hours worked that are paid at an amount above the employee's regular rate of pay.

Instructions for Reporting Wages

GROSS WAGES

Gross wages are the total amount paid to workers before taxes and other deductions. Include the worker's share of social security and unemployment insurance, but exclude the employer's share. Include in-kind payments (e.g., agricultural product like a side of beef, bushels of grain, etc.) provided in lieu of wages for work done. In-kind payments do not include benefits such as housing, meals or insurance.

BASE WAGES

Base wages are the minimum amount paid and do not include bonuses, overtime pay, commissions. For employees on an incentive system, base wages are the minimum amount guaranteed. Include in-kind payments.

BONUS WAGES

Bonus wages are wages paid in addition to the base wages. These include performance pay (piece rate pay beyond base wage), hazard pay, and bonuses that are paid each pay period. Commissions should also be reported under bonus wages. Do not include end of the season bonuses.

OVERTIME WAGES

Overtime wages are the wages paid for the overtime hours.

Examples:

PIECE RATE PAY EXAMPLE

Sixty apple pickers worked 50 hours each during the pay period on piece rate pay, and they were guaranteed \$12 per hour plus additional wages based on piece. They would be reported under worker code 12. Total hours and base hours would both be 3,000. They were paid \$48,000 total gross wages based on the amount they picked. Base wages would be reported as \$36,000 and bonus wages would be reported as \$12,000.

Enter the Worker Code from Page 5	Number of Paid Workers	Total Hours Worked	How many of the Total Hours Worked were....		Total Gross Wages Paid (Dollars)	How much of the Total Gross Wages Paid were...		
			Total Base Hours	Total Overtime Hours		Total Base Wages	Total Bonus Wages	Total Overtime Wages
12	60	3,000	3,000	0	\$48,000	\$36,000	\$12,000	0

OVERTIME PAY EXAMPLE

Ten apple packers worked 50 hours each, 10 of which were overtime hours. Each were paid \$10 an hour for the first 40 hours and time and a half (\$15) for the 10 overtime hours. They would be reported under worker code 14. Total hours would be 500. Base hours would be 400. Overtime hours would be 100. The total gross wages paid would be \$5,500. The base wages would be \$4,000. Bonus wages would be zero. Overtime wages would be \$1,500.

Enter the Worker Code from Page 5	Number of Paid Workers	Total Hours Worked	How many of the Total Hours Worked were....		Total Gross Wages Paid (Dollars)	How much of the Total Gross Wages Paid were...		
			Total Base Hours	Total Overtime Hours		Total Base Wages	Total Bonus Wages	Total Overtime Wages
14	10	500	400	100	\$5,500	\$4,000	0	\$1,500

Section 1 - PAID WORKERS for October 2019

1. Did this operation have agricultural workers on the payroll during the pay period that included October 12, 2019?
600

- 1 Yes [Continue]
- 3 No [Go to page 6]
- 2 Don't Know [Go to page 6]

2. What is the length of your pay period that included October 12, 2019?
xxx

- 3 One Week
- 4 Two Weeks
- 5 Half Month
- 6 One Month

3. How many agricultural workers did you have on the payroll during your pay period that included October 12, 2019?.....

660

4. Fill out the table below for the agricultural workers on the payroll during your pay period that included October 12, 2019.

- Report workers who fall under the same worker code on a single line
- Report the total hours and wages paid to the group of workers during the pay period
- Record each worker only once

Enter the Worker Code from Page 5	Number of Paid Workers	Total Hours Worked	How many of the Total Hours Worked were....		Total Gross Wages Paid (Dollars)	How much of the Total Gross Wages Paid were...		
			Total Base Hours	Total Overtime Hours		Total Base Wages	Total Bonus Wages	Total Overtime Wages
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628

5. In 2019, how many of the agricultural workers reported above will be paid by this operation for 150 days or more of work?.....

NUMBER OF WORKERS
700

Worker Codes for Sections 1 and 2

Code	
CROP, NURSERY, AND GREENHOUSE WORKERS	
11	Agricultural Equipment Operators - Crop, Nursery and Greenhouse: Drive and control farm equipment to till soil and to plant, cultivate, and harvest crops.
12	Farmworkers - Crop, Nursery and Greenhouse: Use hand tools to manually plant, cultivate, and harvest vegetables, fruits, nuts, horticultural specialties, field crops, Christmas trees and short rotation woody crops. Duties may include tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying pesticides; or cleaning, grading, sorting, packing, and loading harvested products. May construct trellises, repair fences and farm buildings, or participate in irrigation activities.
13	Graders And Sorters - Crop, Nursery and Greenhouse Products: Grade, sort, or classify agricultural crops by size, weight, color or condition.
14	Hand Packers And Packagers - Crop, Nursery and Greenhouse Products: Pack or package by hand a wide variety of products and materials.
15	All Other Field Workers: All agricultural workers working with crops, nursery or greenhouse products not included in codes 11-14. Specify type of other field workers: _____
LIVESTOCK WORKERS	
20	Agricultural Equipment Operators – Farm, Ranch, and Aquacultural Animals: Drive and control heavy farm equipment while attending to live farm, ranch, or aquacultural animals and in harvest of unprocessed animal products.
21	Farmworkers - Farm, Ranch, and Aquacultural Animals: Attend to live farm, ranch, or aquacultural animals including cattle, sheep, swine, goats, horses and other equines, poultry, finfish, shellfish, and bees. Duties may include feeding, watering, herding, milking, grazing, castrating, branding, de-beaking, weighing, catching, and loading animals. May conduct simple exams; maintain records; assist in births; and administer medications, vaccinations, or insecticides. May clean and maintain animal housing areas.
22	Graders And Sorters - Farm, Ranch, and Aquacultural Animal Products: Grade, sort, or classify unprocessed food and other agricultural products by size, weight, color, or condition.
23	Hand Packers And Packagers - Farm, Ranch and Aquacultural Animal Products: Pack or package by hand a wide variety of products and materials.
24	All Other Livestock Workers: All agricultural workers working with farm, ranch and aquacultural animals or products not included in codes 20 – 23. Specify type of other livestock workers: _____
SUPERVISORS	
31	Farmers, Ranchers and Other Agricultural Managers: Plan, direct, or coordinate the management or operation of farms, ranches, greenhouses, aquacultural operations, nurseries, tree farms, or other agricultural establishments.
32	First-Line Supervisors of Farm Workers: Directly supervise and coordinate the activities of agricultural, aquacultural, and related workers.
OTHER WORKERS	
41	Agricultural Inspectors: Inspect agricultural commodities, processing equipment and facilities, and aquacultural operations, to ensure compliance with regulations and laws governing health, quality, and safety.
42	Animal Breeders: Select and breed animals according to their genealogy, characteristics, and offspring.
43	Pesticide Handlers and Sprayers: Mix or apply pesticides, herbicides, fungicides, or insecticides through sprays, dusts, vapors, soil incorporation, or chemical application to all crops including nursery and greenhouse products and facilities, and livestock, and livestock facilities. Usually requires specific training and state or federal certification. Excludes pilots who dust or spray crops from aircraft.
44	Any Other Worker Not Listed Above: Including, but not limited to, mechanics, shop workers, truck drivers, accountants, bookkeepers, office workers. Excluding contract & custom workers, retail workers, and “value-added” workers. Specify type of other workers: _____

Section 2 - PAID WORKERS for July 2019

1. Did this operation have agricultural workers on the payroll during the pay period that included July 12, 2019?
600

- 1 Yes [Continue]
- 3 No [Go to page 7]
- 2 Don't Know [Go to page 7]

2. What is the length of your pay period that included July 12, 2019?
xxx

- 3 One Week
- 4 Two Weeks
- 5 Half Month
- 6 One Month

3. How many agricultural workers did you have on the payroll during your pay period that included July 12, 2019?.....

660

4. Fill out the table below for the agricultural workers on the payroll during your pay period that included July 12, 2019.
- Report workers who fall under the same worker code on a single line
 - Report the total hours and wages paid to the group of workers during the pay period
 - Record each worker only once

Enter the Worker Code from Page 5	Number of Paid Workers	Total Hours Worked	How many of the Total Hours Worked were....		Total Gross Wages Paid (Dollars)	How much of the Total Gross Wages Paid were...		
			Total Base Hours	Total Overtime Hours		Total Base Wages	Total Bonus Wages	Total Overtime Wages
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628

5. In 2019, how many of the agricultural workers reported above will be paid by this operation for 150 days or more of work?.....

NUMBER OF WORKERS
700

Section 3 - PAID WORKERS in 2019

Largest Number of Workers in 2019
277

1. During 2019, what was or will be the largest number of agricultural workers on the payroll on any one day?..... None 3

2. During 2019, did or will this operation have any H-2A temporary agricultural workers on the payroll?

The H-2A program allows agricultural employers who anticipate a shortage of domestic workers to bring non immigrant foreign workers to the U.S. to perform agricultural labor or services of a temporary or seasonal nature.

- 279 1 Yes
- 3 No
- 2 Don't Know

Section 4 - VALUE of SALES

1. Please classify this operation in terms of total gross value of sales
(Be sure sales represent only 2018 and earlier years' production.)

- Considering: Sales of all crops, livestock, poultry, and livestock products (milk, eggs, etc.) sold in 2018.
- The value of product removed for all crops, livestock, and poultry produced under contract in 2018.
 - Sales of all miscellaneous agricultural products in 2018.
 - All government agricultural payments received in 2018.
 - Landlord's share of government payments and crops sold in 2018.

a. What code represents total gross value of sales, including government agricultural payments?

Total Value	GVS Code
'None' during 2018.....	99 <input type="checkbox"/>
\$ 1 ---- \$ 999	1 <input type="checkbox"/>
\$ 1,000 ---- \$ 2,499	2 <input type="checkbox"/>
\$ 2,500 ---- \$ 4,999	3 <input type="checkbox"/>
\$ 5,000 ---- \$ 9,999	4 <input type="checkbox"/>
\$ 10,000 ---- \$ 24,999	5 <input type="checkbox"/>
\$ 25,000 ---- \$ 49,999	6 <input type="checkbox"/>
\$ 50,000 ---- \$ 99,999	7 <input type="checkbox"/>
\$ 100,000 ---- \$ 249,999	8 <input type="checkbox"/>
\$ 250,000 ---- \$ 499,999	9 <input type="checkbox"/>
\$ 500,000 ---- \$ 999,999	10 <input type="checkbox"/>
\$ 1,000,000 ---- \$ 2,499,999	11 <input type="checkbox"/>
\$ 2,500,000 ---- \$ 4,999,999	12 <input type="checkbox"/>
\$ 5,000,000 and over	13 <input type="checkbox"/>

GVS Code

550

b. Does the GVS (gross value of sales) Code in Code Box 550 equal to '1' or '99'?

- Yes** - (Continue) **No** - (Go to page 9, Item 2.)

c. Record all 2018 crops, land uses, and livestock or poultry now on the total acres operated, then go to page 10, Item 2.

Land Use	ACRES	Field Crops Intended For Harvest	ACRES	Other Crops	ACRES
CRP/WRP		Cut Christmas Trees	
Idle Cropland	
Summer Fallow	
.....		
				Livestock	NUMBER
Government Payments	WHOLE DOLLARS	Fruits/Nuts	ACRES	Cattle – Dairy.....	
CRP/WRP Payments		Cattle – Other.....	
Other Gov't Payments		Chickens.....	
			Hogs.....	
Pasture/Rangeland	ACRES		Horses.....	
Cropland Used Only For Pasture			Mules/Burros	
Permanent Pasture	
Woodland Pasture	ACRES	
		
		
Aquaculture	NUMBER	
Acres of Ponds in Use	
Foodsize/Stockers	
Fingerlings/Broodfish	
Trout Eggs	
				Office Use	
				TOTAL POINTS	
				552	
				PASTURE POINTS	
				554	

Section 4 - VALUE of SALES (continued)

2. Of the farm or ranch income reported, which of these categories represents the largest portion of the gross income from this operation?

Code

- 1 – **Grains, Oilseeds, Dry Beans, and Dry Peas** 1
(corn, flaxseed, grain silage and forage, grains and oilseeds, popcorn, rice, small grains, sorghum, soybeans, sunflowers, straw, etc.)
- 2 – **Tobacco** 2
- 3 – **Cotton and Cottonseed** 3
- 4 – **Vegetables, Melons, Potatoes and Sweet Potatoes** 4
(beets, cabbage, cantaloupes, pumpkins, sweet corn, tomatoes, watermelons, vegetable seeds, etc.)
- 5 – **Fruit, Tree Nuts and Berries** 5
(almonds, apples, blueberries, cherries, grapes, hazelnuts, kiwifruit, oranges, pears, pecans, strawberries, walnuts, etc.)
- 6 – **Nursery, Greenhouse, Floriculture and Sod** 6
(bedding plants, bulbs, cut flowers, flower seeds, foliage plants, mushrooms, nursery potted plants, shrubbery, sod, etc.)
- 7 – **Cut Christmas Trees and Short Rotation Woody Crops** 7
- 8 – **Other Crops and Hay, CRP and Pasture** 8
(grass seed, hay and grass silage, hops, maple syrup, mint, peanuts, sugarcane, sugarbeets, CRP, etc.)
- 9 – **Hogs and Pigs** 9
- 10 – **Milk and Other Dairy Products from Cows** 10
- 11 – **Cattle and Calves** 11
(beef and dairy cattle for breeding stock, fed cattle, beef and dairy cull animals, stockers and feeders, veal calves, etc.)
- 12 – **Sheep, Goats, and their Products** 12
(wool, mohair, milk and cheese)
- 13 – **Horses, Ponies, and Mules** 13
(burros and donkeys)
- 14 – **Poultry and Eggs** 14
(broilers, chickens, turkeys, ducks, eggs, emus, geese, hatchlings, ostriches, pigeons, pheasants, quail, poultry products, etc.)
- 15 – **Aquaculture** 15
(catfish, trout, ornamental and other fish, mollusks, crustaceans, etc.)
- 16 – **Other Animals and Other Animal Products** 16
(honey bees, honey, rabbits, fur-bearing animals, semen, manure, other animal specialties, etc.)

Farm Type Code
551



Section 5 - Operators

1. Are the day-to-day decisions for this operation made by one individual, a hired manager, or partners? [Check one]

- One individual - [Go to Section 6 on page 10.]
- A hired manager - [Go to Section 6 on page 10.]
- Partners – [Continue]

For Office Use Only
R. Unit
9921
June 1
9930
Subst
9941

Number

How many individuals are involved in the day-to-day decisions of this operation?
(Enter the number of partners.)

Include the partner named on the label. Partners jointly operate land and share in decision making. Do not include landlords and tenants as partners.

2. Please identify the other person(s) in this partnership, then go to Section 1, page 5.
[Verify partners' names and make necessary corrections if names have already been entered.]

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: () - _____
 Did this partner also operate land individually on June 1, 2018?
 Yes No

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: () - _____
 Did this partner also operate land individually on June 1, 2018?
 Yes No

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: () - _____
 Did this partner also operate land individually on June 1, 2018?
 Yes No

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: () - _____
 Did this partner also operate land individually on June 1, 2018?
 Yes No

For Office Use Only
Stratum
9922
Ind. Op.
9924

For Office Use Only
Stratum
9923
Ind. Op.
9924

For Office Use Only
Stratum
9927
Ind. Op.
9924

For Office Use Only
Stratum
9928
Ind. Op.
9924

Section 6 - CHANGE in OPERATOR

Complete this section only if you answered "NO" for all questions in item 2 on the face page.

1. Has the operation named on the label been sold, rented, or turned over to someone else?

- Yes - (Go to item 2) No - (Go to a.)

<p>a. Will the land be used for any agricultural purpose by you (the operator), or anyone else in the next year? (INCLUDE growing crops or raising livestock.)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> Don't Know <input type="checkbox"/> No</p> <p>(Regardless of answer to above, write a note to explain the situation, then go to page 12.)</p> <hr/> <hr/> <hr/> <hr/> <hr/>

2. Please provide the following information for the operation that has taken over the land:

Operation Name: _____
 Operator Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: (_____) - _____

3. Was this new operation, reported in item 2, in business before June 1, 2018?

- Yes - [Go to page 12.] No - [Continue.]

4. Is this new operation managed?

- Yes - [Go to page 12.] No - [Continue.]

5. Were any individuals associated with the new operation, reported in item 2 above, operating land individually before June 1, 2018?

- Yes - [Go to page 12.] No - [Go to page 12.]

Section 7 - CONCLUSION

1. Do you (the operator named on the label) make any day-to-day decisions for another farm or ranch?

- Yes - Continue No - Go to Item 3

a. What is the name of the other operation(s)?

Operation Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: (____) _____

[ENUMERATOR NOTE: IF ADDITIONAL OPERATION IS INDIVIDUAL OR PARTNERSHIP, answer item 2 below and complete a separate questionnaire for the additional operation.]

2. Was this additional operation in business before June 1, 2018?

- Yes - Continue No - Continue

Comments:

3. **Survey Results:** To receive the complete results of this survey on the release date go to www.nass.usda.gov/Surveys/Guide_to_NASS_Surveys/

To have a brief summary emailed to you at a later date, please enter your email address.

1095

Would you rather have a brief summary mailed to you at a later date?

- 1 Yes 3 No

9990

Respondent Name:	9911 Phone:	9910 MM DD YY Date:
------------------	----------------	---------------------------------

Thank you for your help

OFFICE USE ONLY

Response		Respondent		Mode		Enum.	Eval.	Change	Office Use for POID			
1-Comp 2-R 3-Inac 4-Office Hold 5-R – Est 6-Inac – Est 7-Off Hold – Est	9901	1-Op/Mgr 2-Sp 3-Acct/Bkpr 4-Partner 9-Oth	9902	1- PASI (Mail) 2- PATI (Tel) 3- PAPI (Face-to-Face) 6-e-mail 7-Fax 19-Other	9903	9998	9900	9985	9989			
									_ _ _ _ - - - -			
									Optional Use			
									9907	9908	9906	9916
S/E Name												

APPENDIX F. Round 3 Questionnaire Version 2

AGRICULTURAL LABOR SURVEY – October 2019

OMB No. 0535-0109
Approval Expires: 3/31/2021
Project Code: 956
SurveyId: 4012

2019 Test Instrument – V3



United States
Department of
Agriculture



NATIONAL
AGRICULTURAL
STATISTICS
SERVICE

USDA/NASS

National Operations Division
9700 Page Avenue, Suite 400
St. Louis, MO 63132-1547
Phone: 1-888-424-7828
Fax: 1-855-415-3687
E-mail: nass@nass.usda.gov

Please make corrections to name, address and ZIP Code, if necessary.

The information you provide will be used for statistical purposes only. Your responses will be kept confidential and any person who willfully discloses ANY identifiable information about you or your operation is subject to a jail term, a fine, or both. This survey is conducted in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347 and other applicable Federal laws. For more information on how we protect your information please visit: <https://www.nass.usda.gov/confidentiality>. Response to this survey is **voluntary**.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number is 0535-0109. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

State	POID	Tract	Subtr.
__	_____	__	__

1. Verify the name and mailing address of this operation above and make any corrections.

2. Since June 1, 2019 has this operation or will this operation –

(Check all that apply)

- grow any crops or cut hay? Include grains, row crops, oilseeds, fruits, nuts, vegetables, berries, melons, nursery and greenhouse, Christmas trees, and other specialty crops
- own or raise any livestock, poultry, bees or aquaculture? Include livestock and poultry owned, and any being raised under contract for someone else.
- sell any agricultural products?
- receive government agricultural payments, excluding government payments received as a landlord.
- have more than 19 acres of idle cropland or more than 99 acres of pastureland?

If you did not check any of the above, go to Section 6.

Instructions for Reporting Agricultural Workers

- Agricultural workers are workers directly hired and paid by the farm operation to perform work on a farm or ranch in connection with the production of agricultural products.
- Include part-time workers, paid family members, hired managers, and workers on paid leave.
- Do not include workers hired through a contractor, custom workers (workers hired to use their machines to perform a service on the farm e.g., combining, fertilizing), retail workers, or value added workers (workers who materially alter the form of the product produced e.g., winery, dairy manufacturing plant workers).
- Report workers under the worker code (provided on page 5) in which they are working, not under the worker code for which they have been trained.
- If the worker performs work in two or more worker codes, report them under the worker code that requires the highest level of skill. If there is no measurable difference in skill requirements, report workers under the worker code in which they spend the most time.
- Report each worker only once.

Instructions for Reporting Pay Period

- Report for your pay period. Pay periods can vary (monthly, biweekly, weekly, etc). For example, if your pay period is weekly, report all agricultural workers' hours and wages for the week that includes the 12th of the month.
- If your workers were not working on the 12th of the month, include workers, hours and wages for the other days in your pay period that included the 12th of the month.

Instructions for Reporting Hours

TOTAL HOURS

Total hours are the sum of base and overtime hours worked.

BASE HOURS

Base hours are hours worked at the employee's regular rate of pay. For salaried employees, report the standard amount of hours worked on your operation.

OVERTIME HOURS

Overtime hours are hours worked that are paid at an amount above the employee's regular rate of pay.

Instructions for Reporting Wages

GROSS WAGES

Gross wages are the total amount paid to workers before taxes and other deductions. Include the worker's share of social security and unemployment insurance, but exclude the employer's share. Include in-kind payments (e.g., agricultural product like a side of beef, bushels of grain, etc.) provided in lieu of wages for work done. In-kind payments do not include benefits such as housing, meals or insurance.

BASE WAGES

Base wages are the minimum amount paid and do not include bonuses, overtime pay, commissions. For employees on an incentive system, base wages are the minimum amount guaranteed. Include in-kind payments.

BONUS WAGES

Bonus wages are wages paid in addition to the base wages. These include performance pay (e.g., piece rate pay beyond base wage), hazard pay, and bonuses that are paid each pay period. Commissions should also be reported under bonus wages. Do not include end of the season bonuses.

OVERTIME WAGES

Overtime wages are the wages paid for the overtime hours.

Examples:

PIECE RATE PAY EXAMPLE

Sixty apple pickers worked 50 hours each during the pay period on piece rate pay, and they were guaranteed \$12 per hour plus additional wages based on piece. They would be reported under worker code 12. Total hours and base hours would both be 3,000. They were paid \$48,000 total gross wages based on the amount they picked. Base wages would be reported as \$36,000 and bonus wages would be reported as \$12,000.

Enter the Worker Code from Page 5	Number of Paid Workers	Total Hours Worked	How many of the Total Hours Worked were....		Total Gross Wages Paid (Dollars)	How much of the Total Gross Wages Paid were...		
			Total Base Hours	Total Overtime Hours		Total Base Wages	Total Bonus Wages	Total Overtime Wages
12	60	3,000	3,000	0	\$48,000	\$36,000	\$12,000	0

OVERTIME PAY EXAMPLE

Ten apple packers worked 50 hours each, 10 of which were overtime hours. Each were paid \$10 an hour for the first 40 hours and time and a half (\$15) for the 10 overtime hours. They would be reported under worker code 14. Total hours would be 500. Base hours would be 400. Overtime hours would be 100. The total gross wages paid would be \$5,500. The base wages would be \$4,000. Bonus wages would be zero. Overtime wages would be \$1,500.

Enter the Worker Code from Page 5	Number of Paid Workers	Total Hours Worked	How many of the Total Hours Worked were....		Total Gross Wages Paid (Dollars)	How much of the Total Gross Wages Paid were...		
			Total Base Hours	Total Overtime Hours		Total Base Wages	Total Bonus Wages	Total Overtime Wages
14	10	500	400	100	\$5,500	\$4,000	0	\$1,500

Section 1 - PAID WORKERS for October 2019

1. Did this operation have agricultural workers on the payroll during the pay period that included October 12, 2019?
600

- 1 Yes [Continue]
- 3 No [Go to page 6]
- 2 Don't Know [Go to page 6]

2. How many agricultural workers did you have on the payroll during your pay period that included October 12, 2019?..... 660

3. In 2019, how many of the agricultural workers reported in Question 2 will be paid by this operation for 150 days or more of work?..... 700

4. In 2019, how many of the agricultural workers reported in Question 2 will be paid by this operation for 149 days or less of work?.....

5. What is the length of your pay period that included October 12, 2019?
xxx

- 3 One Week
- 4 Two Weeks
- 5 Half Month
- 6 One Month

6. Fill out the table below for the agricultural workers on the payroll during your pay period that included October 12, 2019.

- Report workers who fall under the same worker code on a single line
- Report the total hours and wages paid to the group of workers during the pay period
- Record each worker only once

Enter the Worker Code from Page 5	Number of Paid Workers	Total Hours Worked	How many of the Total Hours Worked were....		Total Gross Wages Paid (Dollars)	How much of the Total Gross Wages Paid were...		
			Total Base Hours	Total Overtime Hours		Total Base Wages	Total Bonus Wages	Total Overtime Wages
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628

Worker Codes for Sections 1 and 2

Code	
CROP, NURSERY, AND GREENHOUSE WORKERS	
11	Agricultural Equipment Operators - Crop, Nursery and Greenhouse: Drive and control farm equipment to till soil and to plant, cultivate, and harvest crops.
12	Farmworkers - Crop, Nursery and Greenhouse: Use hand tools to manually plant, cultivate, and harvest vegetables, fruits, nuts, horticultural specialties, field crops, Christmas trees and short rotation woody crops. Duties may include tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying pesticides; or cleaning, grading, sorting, packing, and loading harvested products. May construct trellises, repair fences and farm buildings, or participate in irrigation activities.
13	Graders And Sorters - Crop, Nursery and Greenhouse Products: Grade, sort, or classify agricultural crops by size, weight, color or condition.
14	Hand Packers And Packagers - Crop, Nursery and Greenhouse Products: Pack or package by hand a wide variety of products and materials.
15	All Other Field Workers: All agricultural workers working with crops, nursery or greenhouse products not included in codes 11-14. Specify type of other field workers: _____
LIVESTOCK WORKERS	
20	Agricultural Equipment Operators – Farm, Ranch, and Aquacultural Animals: Drive and control heavy farm equipment while attending to live farm, ranch, or aquacultural animals and in harvest of unprocessed animal products.
21	Farmworkers - Farm, Ranch, and Aquacultural Animals: Attend to live farm, ranch, or aquacultural animals including cattle, sheep, swine, goats, horses and other equines, poultry, finfish, shellfish, and bees. Duties may include feeding, watering, herding, milking, grazing, castrating, branding, de-beaking, weighing, catching, and loading animals. May conduct simple exams; maintain records; assist in births; and administer medications, vaccinations, or insecticides. May clean and maintain animal housing areas.
22	Graders And Sorters - Farm, Ranch, and Aquacultural Animal Products: Grade, sort, or classify unprocessed food and other agricultural products by size, weight, color, or condition.
23	Hand Packers And Packagers - Farm, Ranch and Aquacultural Animal Products: Pack or package by hand a wide variety of products and materials.
24	All Other Livestock Workers: All agricultural workers working with farm, ranch and aquacultural animals or products not included in codes 20 – 23. Specify type of other livestock workers: _____
SUPERVISORS	
31	Farmers, Ranchers and Other Agricultural Managers: Plan, direct, or coordinate the management or operation of farms, ranches, greenhouses, aquacultural operations, nurseries, tree farms, or other agricultural establishments.
32	First-Line Supervisors of Farm Workers: Directly supervise and coordinate the activities of agricultural, aquacultural, and related workers.
OTHER WORKERS	
41	Agricultural Inspectors: Inspect agricultural commodities, processing equipment and facilities, and aquacultural operations, to ensure compliance with regulations and laws governing health, quality, and safety.
42	Animal Breeders: Select and breed animals according to their genealogy, characteristics, and offspring.
43	Pesticide Handlers and Sprayers: Mix or apply pesticides, herbicides, fungicides, or insecticides through sprays, dusts, vapors, soil incorporation, or chemical application to all crops including nursery and greenhouse products and facilities, and livestock, and livestock facilities. Usually requires specific training and state or federal certification. Excludes pilots who dust or spray crops from aircraft.
44	Any Other Worker Not Listed Above: Including, but not limited to, mechanics, shop workers, truck drivers, accountants, bookkeepers, office workers. Excluding contract & custom workers, retail workers, and “value-added” workers. Specify type of other workers: _____

Section 2 - PAID WORKERS for July 2019

1. Did this operation have agricultural workers on the payroll during the pay period that included July 12, 2019?
600

- 1 Yes [Continue]
- 3 No [Go to page 7]
- 2 Don't Know [Go to page 7]

2. How many agricultural workers did you have on the payroll during your pay period that included July 12, 2019?.....

660

3. In 2019, how many of the agricultural workers reported in Question 2 will be paid by this operation for 150 days or more of work?.....

700

4. In 2019, how many of the agricultural workers reported in Question 2 will be paid by this operation for 149 days or less of work?.....

--

5. What is the length of your pay period that included July 12, 2019?
xxx

- 3 One Week
- 4 Two Weeks
- 5 Half Month
- 6 One Month

6. Fill out the table below for the agricultural workers on the payroll during your pay period that included July 12, 2019.

- Report workers who fall under the same worker code on a single line
- Report the total hours and wages paid to the group of workers during the pay period
- Record each worker only once

Enter the Worker Code from Page 5	Number of Paid Workers	Total Hours Worked	How many of the Total Hours Worked were....		Total Gross Wages Paid (Dollars)	How much of the Total Gross Wages Paid were...		
			Total Base Hours	Total Overtime Hours		Total Base Wages	Total Bonus Wages	Total Overtime Wages
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628

Section 3 - PAID WORKERS in 2019

Largest Number of Workers in 2019
277

1. During 2019, what was or will be the largest number of agricultural workers on the payroll on any one day?..... 3 None

2. During 2019, did or will this operation have any H-2A temporary agricultural workers on the payroll?

The H-2A program allows agricultural employers who anticipate a shortage of domestic workers to bring non immigrant foreign workers to the U.S. to perform agricultural labor or services of a temporary or seasonal nature.

- 279
- 1 Yes
 - 3 No
 - 2 Don't Know

Section 4 - VALUE of PRODUCTION

1. Please classify the operation in terms of the total value of agricultural production in 2018, including government agricultural payments.

Include:

- Include all agricultural production, including products produced under contract in 2018.
- Landlord's share of total value of production and government payments in 2018.

Exclude:

- Production on land rented to others.

860

- 99 None during 2018
- 1 \$1 - \$999
- 2 \$1,000 - \$2,499
- 3 \$2,500 - \$4,999
- 4 \$5,000 - \$9,999
- 5 \$10,000 - \$24,999
- 6 \$25,000 - \$49,999
- 7 \$50,000 - \$99,999
- 8 \$100,000 - \$249,999
- 9 \$250,000 - \$499,999
- 10 \$500,000 - \$999,999
- 11 \$1,000,000 - \$2,499,999
- 12 \$2,500,000 - \$4,999,999
- 13 \$5,000,000 and over

2. Is the reported total value of production between \$0 and \$999?

YES – Continue below. **NO** – Skip to the next page.

3. Record all 2019 crops, land uses, and livestock or poultry now on the total acres operated, then go to page 10, Item 2.

Land Use	ACRES	Field Crops Intended for Harvest	ACRES	Other Crops	ACRES
CRP/WRP.....			Cut Christmas Trees	
Idle Cropland.....		
Summer Fallow		
.....		

Government Payments	WHOLE DOLLARS	Fruits/Nuts	ACRES	Livestock	NUMBER
CRP/WRP Payments.....			Cattle-Dairy.....	
Other Gov't Payments.....			Cattle- Other.....	
			Chickens.....	
			Hogs.....	
			Horses.....	
			Mules/Burros.....	

Pasture/Rangeland	ACRES	Vegetables/Melons	ACRES	Livestock	NUMBER
Cropland Used Only For Pasture		
Permanent Pasture.....		
Woodland Pasture.....		

Aquaculture	NUMBER	Berries	ACRES
Acres of Pond in Use.....		
Foodsize/Stockers.....		
Fingerlings/Broodfish.....		
Trout Eggs.....		

Office Use	
Total Points	Pasture Points
552	554

Section 4 – VALUE OF PRODUCTION (continued)

1. Of the farm or ranch income reported, which of these categories represents the largest portion of the gross income from this operation?

Code

- 1 – **Grains, Oilseeds, Dry Beans, and Dry Peas** 1
(corn, flaxseed, grain silage and forage, grains and oilseeds, popcorn, rice, small grains, sorghum, soybeans, sunflowers, straw, etc.)
- 2 – **Tobacco** 2
- 3 – **Cotton and Cottonseed** 3
- 4 – **Vegetables, Melons, Potatoes and Sweet Potatoes** 4
(beets, cabbage, cantaloupes, pumpkins, sweet corn, tomatoes, watermelons, vegetable seeds, etc.)
- 5 – **Fruit, Tree Nuts and Berries** 5
(almonds, apples, blueberries, cherries, grapes, hazelnuts, kiwifruit, oranges, pears, pecans, strawberries, walnuts, etc.)
- 6 – **Nursery, Greenhouse, Floriculture and Sod** 6
(bedding plants, bulbs, cut flowers, flower seeds, foliage plants, mushrooms, nursery potted plants, shrubbery, sod, etc.)
- 7 – **Cut Christmas Trees and Short Rotation Woody Crops** 7
- 8 – **Other Crops and Hay, CRP and Pasture** 8
(grass seed, hay and grass silage, hops, maple syrup, mint, peanuts, sugarcane, sugarbeets, CRP, etc.)
- 9 – **Hogs and Pigs** 9
- 10 – **Milk and Other Dairy Products from Cows** 10
- 11 – **Cattle and Calves** 11
(beef and dairy cattle for breeding stock, fed cattle, beef and dairy cull animals, stockers and feeders, veal calves, etc.)
- 12 – **Sheep, Goats, and their Products** 12
(wool, mohair, milk and cheese)
- 13 – **Horses, Ponies, and Mules** 13
(burros and donkeys)
- 14 – **Poultry and Eggs** 14
(broilers, chickens, turkeys, ducks, eggs, emus, geese, hatchlings, ostriches, pigeons, pheasants, quail, poultry products, etc.)
- 15 – **Aquaculture** 15
(catfish, trout, ornamental and other fish, mollusks, crustaceans, etc.)
- 16 – **Other Animals and Other Animal Products** 16
(honey bees, honey, rabbits, fur-bearing animals, semen, manure, other animal specialties, etc.)

Farm Type Code
551



Section 5 - Operators

1. Are the day-to-day decisions for this operation made by one individual, a hired manager, or partners? [Check one]

- One individual - [Go to Section 6 on page 10.]
- A hired manager - [Go to Section 6 on page 10.]
- Partners – [Continue]

For Office Use Only
R. Unit
9921
June 1
9930
Subst
9941

Number

How many individuals are involved in the day-to-day decisions of this operation?
(Enter the number of partners.)

Include the partner named on the label. Partners jointly operate land and share in decision making. Do not include landlords and tenants as partners.

2. Please identify the other person(s) in this partnership, then go to Section 1, page 5.
[Verify partners' names and make necessary corrections if names have already been entered.]

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () - _____

Did this partner also operate land individually on June 1, 2018?

Yes No

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () - _____

Did this partner also operate land individually on June 1, 2018?

Yes No

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () - _____

Did this partner also operate land individually on June 1, 2018?

Yes No

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () - _____

Did this partner also operate land individually on June 1, 2018?

Yes No

For Office Use Only
Stratum
9922
Ind. Op.
9924

For Office Use Only
Stratum
9923
Ind. Op.
9924

For Office Use Only
Stratum
9927
Ind. Op.
9924

For Office Use Only
Stratum
9928
Ind. Op.
9924

Section 6 - CHANGE in OPERATOR

Complete this section only if you answered "NO" for all questions in item 2 on the face page.

1. Has the operation named on the label been sold, rented, or turned over to someone else?

- Yes - (Go to item 2)
- No - (Go to a.)

a. Will the land be used for any agricultural purpose by you (the operator), or anyone else in the next year? (INCLUDE growing crops or raising livestock.)		
<input type="checkbox"/> Yes	<input type="checkbox"/> Don't Know	<input type="checkbox"/> No
(Regardless of answer to above, write a note to explain the situation, then go to page 12.)		

2. Please provide the following information for the operation that has taken over the land:

Operation Name: _____

Operator Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) - _____

3. Was this new operation, reported in item 2, in business before June 1, 2018?

- Yes - [Go to page 12.]
- No - [Continue.]

4. Is this new operation managed?

- Yes - [Go to page 12.]
- No - [Continue.]

5. Were any individuals associated with the new operation, reported in item 2 above, operating land individually before June 1, 2018?

- Yes - [Go to page 12.]
- No - [Go to page 12.]

Section 7 - CONCLUSION

1. Do you (the operator named on the label) make any day-to-day decisions for another farm or ranch?

- Yes - Continue No - Go to Item 3

a. What is the name of the other operation(s)?

Operation Name: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone: (____) _____

[ENUMERATOR NOTE: IF ADDITIONAL OPERATION IS INDIVIDUAL OR PARTNERSHIP, answer item 2 below and complete a separate questionnaire for the additional operation.]

2. Was this additional operation in business before June 1, 2018?

- Yes - Continue No - Continue

Comments:

3. **Survey Results:** To receive the complete results of this survey on the release date go to www.nass.usda.gov/Surveys/Guide_to_NASS_Surveys/

To have a brief summary emailed to you at a later date, please enter your email address.

Would you rather have a brief summary mailed to you at a later date?

- 1 Yes 3 No

Respondent Name:	9911 Phone:	9910 MM DD YY Date:
------------------	----------------	---------------------------------

Thank you for your help

OFFICE USE ONLY

Response		Respondent		Mode		Enum.	Eval.	Change	Office Use for POID			
1-Comp 2-R 3-Inac 4-Office Hold 5-R – Est 6-Inac – Est 7-Off Hold – Est	9901	1-Op/Mgr 2-Sp 3-Acct/Bkpr 4-Partner 9-Oth	9902	1- PASI (Mail) 2- PATI (Tel) 3- PAPI (Face-to-Face) 6-e-mail 7-Fax 19-Other	9903	9998	9900	9985	9989			
									_ _ _ _ - - _ _ _ _			
									Optional Use			
									9907	9908	9906	9916
S/E Name												

APPENDIX G Round 3 Cognitive Interview Guide

Ag Labor 2019 Testing

Round 3 - Demographics

Interviewer's Name	[]
POID	[]
PID	[]
State	[]
Date of Interview	[]
Type of Farm	[]
Gender of Respondent	[]
Age of Respondent (18-29, 30-44, 45-59, 60+)	[]
Number of hired workers reported (and number on list frame)	[]
Types of pay (overtime, incentive, piece, bonus, etc.)	[]
Other Information	[]

Front page:

Instruction Sheet:

Did respondents read the instruction sheet (instructions and examples) before beginning section 1? Did respondents refer back to the instruction sheet at any time while filling out the questionnaire? Do respondents have any issues with the instructions or examples?

Section 1: (Probe generally on each question in Section 1)Pay Period:

For all questions in Section 1, do respondents understand to report for the full pay period that includes the 12th? For those who pay monthly, did they have any issues if their payroll period is not yet complete (when the survey would typically be mailed out)? [note we changed the language to “your pay period” due to comprehension issues in Round 1]

Questions 1 and 2

Do respondents interpret reference period correctly? Do respondents have any issues with these questions? What do they think the questions are asking? Do they report accurately?

150/149 Days

Do respondent interpret these questions correctly and provide an accurate response?

Question 5 Pay Period:

Do respondents select the appropriate response?

Worker Types:

What type of workers do they report in Section 1? Do they adhere to instructions?

For workers that fit into multiple categories, did respondents follow the instructions? Did they report each worker only once? Did they report them in the category that requires the highest level of skill (if similar levels of skill, in the category that they spend the most time? Are there any issues with our instructions? [Note: we reformatted these instructions in Round 2 to encourage respondents to read them]

How do they pay their workers? Is it different by worker type (e.g., payroll, type of pay)?

Do respondents who report “other” see the instruction to specify the job tasks?

Number of Workers

Do respondents have any issues with reporting number of workers by worker type?

Hours:

Do respondents report total, base, and overtime hours accurately? Do these questions cause any additional burden? Do they understand/agree with the definitions we provide? Do people who pay piece rate track hours?

Wages:

How did respondents report wages? In particular, those who pay piece rate, bonuses, commissions, or overtime, how did they report wages? For overtime wages, did they understand to report the total overtime wages? When are bonuses, commissions, etc. paid? Do respondents with piece rate have any issues with how we're asking them to report?

Do respondents pay in-kind (agricultural product like a side of beef, bushels of grain, etc), if so how are they reporting it? (Note: In-kind payments do not include benefits such as housing, meals or insurance.)

Do respondents understand/agree with our instructions regarding wages?

Section 3

Question 1 – largest number

What did respondents think this question was asking? Did they have any issues?

Consistency:

Did respondents adhere to the "instructions" for agricultural workers when completing each section? Or do they shift regarding which workers they are considering when answering? (e.g., do they adhere to instructions for all workers reported in section 1? Do they shift who they think about in sections 1, 2, and 3?)

Section 3, Question 2 – H2A

What did respondents think this question was asking? Did they have any issues?

APPENDIX H. Recommended Questionnaire

AGRICULTURAL LABOR SURVEY – April 2020

OMB No. 0535-0109
 Approval Expires: 3/31/2021
 Project Code: 956
 SurveyId: 4012

Recommended Version for April 2020



**United States
 Department of
 Agriculture**



**NATIONAL
 AGRICULTURAL
 STATISTICS
 SERVICE**

USDA/NASS

National Operations Division
 9700 Page Avenue, Suite 400
 St. Louis, MO 63132-1547
 Phone: 1-888-424-7828
 Fax: 1-855-415-3687
 E-mail: nass@nass.usda.gov

Please make corrections to name, address and ZIP Code, if necessary.

The information you provide will be used for statistical purposes only. Your responses will be kept confidential and any person who willfully discloses ANY identifiable information about you or your operation is subject to a jail term, a fine, or both. This survey is conducted in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347 and other applicable Federal laws. For more information on how we protect your information please visit: <https://www.nass.usda.gov/confidentiality>. Response to this survey is **voluntary**.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number is 0535-0109. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

State	POID	Tract	Subtr.
__	_____	__	__

1. [Verify name and mailing address of this operation. Make any corrections necessary (including the correct operation name) on the label and continue.] [Check if name label verified]
2. Since June 1, 2018 have you or will you (name on label)--
 - a. grow any crops or cut hay?

[INCLUDE grains, row crops, oilseeds, fruits, nuts, vegetables (including strawberries and melon crops), nursery and greenhouse, Christmas trees, and other specialty crops.]

1 Yes [Go to page 2] 3 No [Continue]
 - b. own or raise any livestock, poultry, bees or aquaculture?

[INCLUDE livestock and poultry owned, and any being raised under contract for someone else.]

1 Yes [Go to page 2] 3 No [Continue]
 - c. sell any agricultural products?

1 Yes [Go to page 2] 3 No [Continue]
 - d. receive government agricultural payments?

[EXCLUDE government payments received as a landlord.]

1 Yes [Go to page 2] 3 No [Continue]
 - e. have more than 19 acres of idle cropland or more than 99 acres of pastureland?

1 Yes [Go to page 2] 3 No [Go to page 12]

Instructions for Reporting Agricultural Workers

- Agricultural workers are workers directly hired and paid by the farm operation to perform work on a farm or ranch in connection with the production of agricultural products.
- Include part-time workers, paid family members, hired managers, and workers on paid leave.
- Do not include workers hired through a contractor, custom workers (workers hired to use their machines to perform a service on the farm e.g., combining, fertilizing), retail workers, or value added workers (workers who materially alter the form of the product produced e.g., winery, dairy manufacturing plant workers).
- Report workers under the worker code (provided on page 5) in which they are working, not under the worker code for which they have been trained.
- If the worker performs work in two or more worker codes, report them under the worker code that requires the highest level of skill. If there is no measurable difference in skill requirements, report workers under the worker code in which they spend the most time.

Instructions for Reporting Your Pay Period

- In Sections 1 and 2, report for your pay period. Pay periods can vary (monthly, biweekly, weekly, etc). For example, if your pay period is one week long, report all agricultural workers' hours and wages for the week that includes the 12th of the month.
- If your workers were not working on the 12th of the month, include workers, hours and wages for the other days in your pay period that included the 12th of the month.

Instructions for Reporting Hours

In Sections 1 and 2, report total hours by worker code for the length of your pay period.

TOTAL HOURS

Total hours are the sum of base and overtime hours worked.

BASE HOURS

Base hours are hours worked at the employee's regular rate of pay. For salaried employees, report the standard amount of hours worked on your operation.

OVERTIME HOURS

Overtime hours are hours worked that are paid at an amount above the employee's regular rate of pay.

Instructions for Reporting Wages

In Sections 1 and 2, report total wages by worker code for the length of your pay period.

GROSS WAGES

Gross wages are the total amount paid to workers before taxes and other deductions. Include the worker's share of social security and unemployment insurance, but exclude the employer's share. Include in-kind payments (e.g., agricultural product like a side of beef, bushels of grain, etc.) provided in lieu of wages for work done. In-kind payments do not include benefits such as housing, meals or insurance.

BASE WAGES

Base wages are the minimum amount paid and do not include bonuses, overtime pay, commissions. For employees on an incentive system, base wages are the minimum amount guaranteed. Include in-kind payments.

BONUS WAGES

Bonus wages are wages paid in addition to the base wages. These include performance pay (e.g., piece rate pay beyond base wage), hazard pay, and bonuses that are paid each pay period. Commissions should also be reported under bonus wages. Do not include end of the season bonuses.

OVERTIME WAGES

Overtime wages are the wages paid for the overtime hours.

Examples:

PIECE RATE PAY EXAMPLE

Sixty apple pickers worked 50 hours each during a one week pay period on piece rate pay. They were guaranteed \$12 per hour and were paid \$12,000 in additional wages based on the piece rate. They would be reported under worker code 12. Total hours and total base hours were both 3,000 for the 60 apple pickers. This group of workers were paid in total \$48,000 gross wages based on the amount they picked. Base wages would be reported as \$36,000 and bonus wages would be reported as \$12,000.

Enter the Worker Code from Page 5	Number of Paid Workers	Total Hours Worked	How many of the Total Hours Worked were....		Total Gross Wages Paid (Dollars)	How much of the Total Gross Wages Paid were...		
			Total Base Hours	Total Overtime Hours		Total Base Wages	Total Bonus Wages	Total Overtime Wages
12	60	3,000	3,000	0	\$48,000	\$36,000	\$12,000	0

OVERTIME PAY EXAMPLE

Ten vegetable packers worked 50 hours each, 10 of which were overtime hours. Each were paid \$10 an hour for the first 40 hours and time and a half (\$15) for the 10 overtime hours. They would be reported under worker code 14. Total hours would be 500. Total base hours would be 400. Total overtime hours would be 100. This group of workers were paid \$5,500 in total gross wages, \$4,000 in total base wages, 0 total bonus wages, and \$1,500 total overtime wages.

Enter the Worker Code from Page 5	Number of Paid Workers	Total Hours Worked	How many of the Total Hours Worked were....		Total Gross Wages Paid (Dollars)	How much of the Total Gross Wages Paid were...		
			Total Base Hours	Total Overtime Hours		Total Base Wages	Total Bonus Wages	Total Overtime Wages
14	10	500	400	100	\$5,500	\$4,000	0	\$1,500

Section 1 – Pay Period that Included April 12, 2019

1. Did this operation have agricultural workers on the payroll during the pay period that included April 12, 2019?
600

- 1 Yes [Continue]
- 3 No [Go to page 6]
- 2 Don't Know [Go to page 6]

2. How many agricultural workers did you have on the payroll during your pay period that included April 12, 2019?.....

660

3. In the table below, report agricultural workers on the payroll during your pay period that included April 12, 2019.

- Report workers who fall under the same worker code on a single line
- Report the total hours and wages paid to the group of workers during your pay period
- Record each worker only once

Enter the Worker Code from Page 5	Number of Paid Workers	Total Hours Worked	How many of the Total Hours Worked were....		Total Gross Wages Paid (Dollars)	How much of the Total Gross Wages Paid were...		
			Total Base Hours	Total Overtime Hours		Total Base Wages	Total Bonus Wages	Total Overtime Wages
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628

4. What was the length of your pay period that included April 12, 2019?

xxx

- 3 One Week
- 4 Two Weeks
- 5 Half Month
- 6 One Month

5. In 2019, how many of the agricultural workers reported above will be paid by this operation for 150 days or more of work?.....

NUMBER OF WORKERS
700

Worker Codes for Sections 1 and 2

Code	
CROP, NURSERY, AND GREENHOUSE WORKERS	
11	Agricultural Equipment Operators - Crop, Nursery and Greenhouse: Drive and control farm equipment to till soil and to plant, cultivate, and harvest crops.
12	Farmworkers - Crop, Nursery and Greenhouse: Use hand tools to manually plant, cultivate, and harvest vegetables, fruits, nuts, horticultural specialties, field crops, Christmas trees and short rotation woody crops. Duties may include tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying pesticides; or cleaning, grading, sorting, packing, and loading harvested products. May construct trellises, repair fences and farm buildings, or participate in irrigation activities.
13	Graders And Sorters - Crop, Nursery and Greenhouse Products: Grade, sort, or classify agricultural crops by size, weight, color or condition.
14	Hand Packers And Packagers - Crop, Nursery and Greenhouse Products: Pack or package by hand a wide variety of products and materials.
15	All Other Field Workers: All agricultural workers working with crops, nursery or greenhouse products not included in codes 11-14. Specify type of other field workers: _____
LIVESTOCK WORKERS	
20	Agricultural Equipment Operators – Farm, Ranch, and Aquacultural Animals: Drive and control heavy farm equipment while attending to live farm, ranch, or aquacultural animals and in harvest of unprocessed animal products.
21	Farmworkers - Farm, Ranch, and Aquacultural Animals: Attend to live farm, ranch, or aquacultural animals including cattle, sheep, swine, goats, horses and other equines, poultry, finfish, shellfish, and bees. Duties may include feeding, watering, herding, milking, grazing, castrating, branding, de-beaking, weighing, catching, and loading animals. May conduct simple exams; maintain records; assist in births; and administer medications, vaccinations, or insecticides. May clean and maintain animal housing areas.
22	Graders And Sorters - Farm, Ranch, and Aquacultural Animal Products: Grade, sort, or classify unprocessed food and other agricultural products by size, weight, color, or condition.
23	Hand Packers And Packagers - Farm, Ranch and Aquacultural Animal Products: Pack or package by hand a wide variety of products and materials.
24	All Other Livestock Workers: All agricultural workers working with farm, ranch and aquacultural animals or products not included in codes 20 – 23. Specify type of other livestock workers: _____
SUPERVISORS	
31	Farmers, Ranchers and Other Agricultural Managers: Plan, direct, or coordinate the management or operation of farms, ranches, greenhouses, aquacultural operations, nurseries, tree farms, or other agricultural establishments.
32	First-Line Supervisors of Farm Workers: Directly supervise and coordinate the activities of agricultural, aquacultural, and related workers.
OTHER WORKERS	
41	Agricultural Inspectors: Inspect agricultural commodities, processing equipment and facilities, and aquacultural operations, to ensure compliance with regulations and laws governing health, quality, and safety.
42	Animal Breeders: Select and breed animals according to their genealogy, characteristics, and offspring.
43	Pesticide Handlers and Sprayers: Mix or apply pesticides, herbicides, fungicides, or insecticides through sprays, dusts, vapors, soil incorporation, or chemical application to all crops including nursery and greenhouse products and facilities, and livestock, and livestock facilities. Usually requires specific training and state or federal certification. Excludes pilots who dust or spray crops from aircraft.
44	Any Other Worker Not Listed Above: Including, but not limited to, mechanics, shop workers, truck drivers, accountants, bookkeepers, office workers. Excluding contract & custom workers, retail workers, and "value-added" workers. Specify type of other workers: _____

Section 2 - Pay Period that Included January 12, 2019

1. Did this operation have agricultural workers on the payroll during the pay period that included January 12, 2019?
600

- 1 Yes [Continue]
- 3 No [Go to page 7]
- 2 Don't Know [Go to page 7]

2. How many agricultural workers did you have on the payroll during your pay period that included January 12, 2019?.....

660

3. In the table below, report agricultural workers on the payroll during your pay period that included January 12, 2019.

- Report workers who fall under the same worker code on a single line
- Report the total hours and wages paid to the group of workers during your pay period
- Record each worker only once

Enter the Worker Code from Page 5	Number of Paid Workers	Total Hours Worked	How many of the Total Hours Worked were....		Total Gross Wages Paid (Dollars)	How much of the Total Gross Wages Paid were...		
			Total Base Hours	Total Overtime Hours		Total Base Wages	Total Bonus Wages	Total Overtime Wages
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628
611	612	613	xxx	xxx	614	620	627	628

4. What was the length of your pay period that included January 12, 2019?

- xxx
- 3 One Week 4 Two Weeks 5 Half Month 6 One Month

5. In 2019, how many of the agricultural workers reported above will be paid by this operation for 150 days or more of work?.....

NUMBER OF WORKERS
700

Section 3 – Agricultural Workers on the Payroll in 2019

Largest Number of Workers in 2019
277

1. During 2019, what was or will be the largest number of agricultural workers on the payroll on any one day?..... None 3

2. During 2019, did or will this operation have any H-2A temporary agricultural workers on the payroll?

The H-2A program allows agricultural employers who anticipate a shortage of domestic workers to bring non immigrant foreign workers to the U.S. to perform agricultural labor or services of a temporary or seasonal nature.

- 279
- 1 Yes
 - 3 No
 - 2 Don't Know

Section 4 - VALUE of SALES

1. Please classify this operation in terms of total gross value of sales (Be sure sales represent only 2018 and earlier years' production.)

- Considering: Sales of all crops, livestock, poultry, and livestock products (milk, eggs, etc.) sold in 2018.
- The value of product removed for all crops, livestock, and poultry produced under contract in 2018.
 - Sales of all miscellaneous agricultural products in 2018.
 - All government agricultural payments received in 2018.
 - Landlord's share of government payments and crops sold in 2018.

a. What code represents total gross value of sales, including government agricultural payments?

Total Value	GVS Code
'None' during 201.....	99 <input type="checkbox"/>
\$ 1 ---- \$ 999	1 <input type="checkbox"/>
\$ 1,000 ---- \$ 2,499	2 <input type="checkbox"/>
\$ 2,500 ---- \$ 4,999	3 <input type="checkbox"/>
\$ 5,000 ---- \$ 9,999	4 <input type="checkbox"/>
\$ 10,000 ---- \$ 24,999	5 <input type="checkbox"/>
\$ 25,000 ---- \$ 49,999	6 <input type="checkbox"/>
\$ 50,000 ---- \$ 99,999	7 <input type="checkbox"/>
\$ 100,000 ---- \$ 249,999	8 <input type="checkbox"/>
\$ 250,000 ---- \$ 499,999	9 <input type="checkbox"/>
\$ 500,000 ---- \$ 999,999	10 <input type="checkbox"/>
\$ 1,000,000 ---- \$ 2,499,999	11 <input type="checkbox"/>
\$ 2,500,000 ---- \$ 4,999,999	12 <input type="checkbox"/>
\$ 5,000,000 and over	13 <input type="checkbox"/>

GVS Code
550

b. Does the GVS (gross value of sales) Code in Code Box 550 equal to '1' or '99'?

- Yes** - (Continue) **No** - (Go to page 9, Item 2.)

c. Record all 2018 crops, land uses, and livestock or poultry now on the total acres operated, then go to page 10, Item 2.

Land Use	Field Crops Intended For Harvest	Other Crops	ACRES
CRP/WRP	Cut Christmas Trees
Idle Cropland
Summer Fallow
.....
		Livestock	NUMBER
Government Payments	Fruits/Nuts	ACRES	Cattle – Dairy.....
CRP/WRP Payments		Cattle – Other.....
Other Gov't Payments		Chickens.....
		Hogs.....
Pasture/Rangeland		Horses.....
Cropland Used Only For Pasture		Mules/Burros
Permanent Pasture		ACRES
Woodland Pasture	Vegetables/Melons	

Aquaculture		Office Use
Acres of Ponds in Use			TOTAL POINTS
Foodsize/Stockers	Berries	ACRES	552
Fingerlings/Broodfish		PASTURE POINTS
Trout Eggs		554

Section 4 – VALUE OF SALES (continued)

2. Of the farm or ranch income reported, which of these categories represents the largest portion of the gross income from this operation?

Code

- 1 – **Grains, Oilseeds, Dry Beans, and Dry Peas** 1
(corn, flaxseed, grain silage and forage, grains and oilseeds, popcorn, rice, small grains, sorghum, soybeans, sunflowers, straw, etc.)
- 2 – **Tobacco** 2
- 3 – **Cotton and Cottonseed** 3
- 4 – **Vegetables, Melons, Potatoes and Sweet Potatoes** 4
(beets, cabbage, cantaloupes, pumpkins, sweet corn, tomatoes, watermelons, vegetable seeds, etc.)
- 5 – **Fruit, Tree Nuts and Berries** 5
(almonds, apples, blueberries, cherries, grapes, hazelnuts, kiwifruit, oranges, pears, pecans, strawberries, walnuts, etc.)
- 6 – **Nursery, Greenhouse, Floriculture and Sod** 6
(bedding plants, bulbs, cut flowers, flower seeds, foliage plants, mushrooms, nursery potted plants, shrubbery, sod, etc.)
- 7 – **Cut Christmas Trees and Short Rotation Woody Crops** 7
- 8 – **Other Crops and Hay, CRP and Pasture** 8
(grass seed, hay and grass silage, hops, maple syrup, mint, peanuts, sugarcane, sugarbeets, CRP, etc.)
- 9 – **Hogs and Pigs** 9
- 10 – **Milk and Other Dairy Products from Cows** 10
- 11 – **Cattle and Calves** 11
(beef and dairy cattle for breeding stock, fed cattle, beef and dairy cull animals, stockers and feeders, veal calves, etc.)
- 12 – **Sheep, Goats, and their Products** 12
(wool, mohair, milk and cheese)
- 13 – **Horses, Ponies, and Mules** 13
(burros and donkeys)
- 14 – **Poultry and Eggs** 14
(broilers, chickens, turkeys, ducks, eggs, emus, geese, hatchlings, ostriches, pigeons, pheasants, quail, poultry products, etc.)
- 15 – **Aquaculture** 15
(catfish, trout, ornamental and other fish, mollusks, crustaceans, etc.)
- 16 – **Other Animals and Other Animal Products** 16
(honey bees, honey, rabbits, fur-bearing animals, semen, manure, other animal specialties, etc.)

Farm Type Code
551



Section 5 - Operators

1. Are the day-to-day decisions for this operation made by one individual, a hired manager, or partners? [Check one]

- One individual - [Go to Section 6 on page 10.]
- A hired manager - [Go to Section 6 on page 10.]
- Partners – [Continue]

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How many individuals are involved in the day-to-day decisions of this operation?
(Enter the number of partners.)

Include the partner named on the label. Partners jointly operate land and share in decision making. Do not include landlords and tenants as partners.

2. Please identify the other person(s) in this partnership, then go to Section 1, page 5.
[Verify partners' names and make necessary corrections if names have already been entered.]

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () - _____

Did this partner also operate land individually on June 1, 2018?

Yes No

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () - _____

Did this partner also operate land individually on June 1, 2018?

Yes No

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () - _____

Did this partner also operate land individually on June 1, 2018?

Yes No

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () - _____

Did this partner also operate land individually on June 1, 2018?

Yes No

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Section 6 - CHANGE in OPERATOR

Complete this section only if you answered "NO" for all questions in item 2 on the face page.

1. Has the operation named on the label been sold, rented, or turned over to someone else?

- Yes - (Go to item 2) No - (Go to a.)

<p>a. Will the land be used for any agricultural purpose by you (the operator), or anyone else in the next year? (INCLUDE growing crops or raising livestock.)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> Don't Know <input type="checkbox"/> No</p> <p>(Regardless of answer to above, write a note to explain the situation, then go to page 12.)</p> <hr/> <hr/> <hr/> <hr/> <hr/>

2. Please provide the following information for the operation that has taken over the land:

Operation Name: _____
 Operator Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: (_____) - _____

3. Was this new operation, reported in item 2, in business before June 1, 2018?

- Yes - [Go to page 12.] No - [Continue.]

4. Is this new operation managed?

- Yes - [Go to page 12.] No - [Continue.]

5. Were any individuals associated with the new operation, reported in item 2 above, operating land individually before June 1, 2018?

- Yes - [Go to page 12.] No - [Go to page 12.]

Section 7 - CONCLUSION

1. Do you (the operator named on the label) make any day-to-day decisions for another farm or ranch?

- Yes - Continue No - Go to Item 3

a. What is the name of the other operation(s)?

Operation Name: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone: (____) _____

[ENUMERATOR NOTE: IF ADDITIONAL OPERATION IS INDIVIDUAL OR PARTNERSHIP, answer item 2 below and complete a separate questionnaire for the additional operation.]

2. Was this additional operation in business before June 1, 2018?

- Yes - Continue No - Continue

Comments:

3. **Survey Results:** To receive the complete results of this survey on the release date go to www.nass.usda.gov/Surveys/Guide_to_NASS_Surveys/

To have a brief summary emailed to you at a later date, please enter your email address.

Would you rather have a brief summary mailed to you at a later date?

- 1 Yes 3 No

Respondent Name:	9911 Phone:	9910 MM DD YY Date:
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Thank you for your help

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Response		Respondent		Mode		Enum.	Eval.	Change	Office Use for POID			
1-Comp 2-R 3-Inac 4-Office Hold 5-R – Est 6-Inac – Est 7-Off Hold – Est	9901	1-Op/Mgr 2-Sp 3-Acct/Bkpr 4-Partner 9-Oth	9902	1- PASI (Mail) 2- PATI (Tel) 3- PAPI (Face-to-Face) 6-e-mail 7-Fax 19-Other	9903	9998	9900	9985	9989			
									_ _ _ _ - - - -			
									Optional Use			
									9907	9908	9906	9916
S/E Name												