

**Adverse Effect Wage Rates for 2020**

<b>KY, TN, WV</b>	<b>\$12.40</b>	<b>OK, TX</b>	<b>\$12.67</b>	<b>AR, LA, MS</b>	<b>\$11.83</b>
<b>IL, IN, OH</b>	<b>\$14.52</b>	<b>IA, MO</b>	<b>\$14.58</b>	<b>CO, NV, UT</b>	<b>\$14.26</b>
<b>PA</b>	<b>\$13.34</b>	<b>AL</b>	<b>\$11.71</b>		

**Piece Rates**

Piece rates may be paid per activity, but the worker’s wages can not fall below the AEWL listed above. In order to do this, you have to keep track of the hours worked during the time they are working on piece rate. We have an excel spreadsheet that can be used to capture this. It is on our website.

**Social Security Numbers for Workers**

Your workers must have a social security number. If they do not, take them to the social security office (call and make sure they are open) and have them apply for one. They will need their passport, work visa, & I-94. You will need this social security number when you give them a W-2 at the end of year.

**Contract Cancellation Due to Weather**

The H2A program allows for H2A employers to cancel their contract under an “Act of God” clause. If you have experienced crop loss and need to cancel the contract earlier than the end-date, please call the office. We will need documentation of crop loss such as pictures, copy of insurance claim and other evidence you may have.

**Hours and Earnings Statements**

The employer must furnish to the worker on or before each payday a written statement with the following information:

- the worker’s total earnings for the pay period;
- the worker’s hourly rate and/or piece rate of pay;
- the hours of employment offered to the worker;
- the hours actually worked by the worker;
- an itemization of all deductions made for the worker’s wages, if any are approved on your contract;
- if piece rates are used, the units produced daily;
- beginning and ending dates of the pay period;
- and the employer’s name, address and FEIN.

*We have payroll sheets in excel or adobe on our website that you can use for the Employer Earnings Records & Hours and Earnings Statements in one spreadsheet.*

**AWMA Contact Info**

**Voice - (859) 233-7845**

**Text - (202) 810-2962**

**Fax - (866) 751-8406**

**620 South Broadway**

**Lexington, KY 40508**

**Field Sanitation**

**Scope of Coverage** - The field sanitation standards apply to any agricultural establishment employing 11 or more workers on any one day during the previous 12 months, to perform “hand labor” field work.

**Drinking Water** - Covered agricultural employers must provide potable drinking water, suitably cool and in sufficient amounts, dispensed in single-use cups or by fountains, located so as to be readily accessible to all employees.

**Toilets and Hand Washing Facilities** - Covered agricultural employers must provide one toilet and hand washing facility for every 20 employees, located within a **quarter-mile walk**, or if not feasible, at the closest point of vehicular access. Pre-moistened towelettes, once allowed by some state regulators, cannot be substituted for hand washing facilities. Toilets and hand washing facilities are not required for employees who do field work for three hours or less each day, including travel to and from work.

«First» «Last»  
«address»  
«city», «state» «zip»

August/September  
Newsletter



### **Each Employer Will Receive A Packet After Each Group of Workers Cross the Border**

1. Partially Completed I-9's - You and your worker must complete and sign their I-9. You must maintain these signed I-9's in your records.
2. Reimbursement for Worker's Expenses - You must reimburse your workers for the expenses they incurred when they arrive on the farm. We will enclose a minimum recommended reimbursement for each worker.
3. Work Contract, which includes the work rules in English & Spanish - Please give a copy to each worker. There is a form provided for the workers to sign once you have given them a copy of the work contract.
4. Weekly Wage Statement - You must give each employee, under contract, a wage statement at the end of each pay period.
5. Post the Migrant and Seasonal Agriculture Worker Protection Act Poster and the Employee Rights Under the H-2A Program Posters (English & Spanish) in a conspicuous place where all workers can see it. If you have U.S. workers employed, you must also post the Fair Labor Standards Act Poster.
6. The packet will include the following forms:
  - Employee Abandonment, Voluntary Resignation, Temporary Leave, & Contract Completion

### **Worker Departures**

You must notify AWMA immediately when any of your workers leave for any reason. Please complete the appropriate form listed below and either email to [h2a@awmalabor.com](mailto:h2a@awmalabor.com), text to (202) 810-2962, or fax to (866) 751-8406.

**If they Abandon the Job, Complete a H2A Employee Abandonment Form**

**If they Voluntarily Quit (by their choice, not yours), Complete a Voluntary Resignation Form**

**If they Temporary Leave, Complete a Temporary Leave Form**

**When they have Completed the Contract, Complete a Contract Completion Form**

All of these forms were included in you crossing packet you received. You can also access the forms on our website at [www.awmalabor.com](http://www.awmalabor.com) and then go to Links & Forms. You may be held responsible for 3/4 of their wages if you do not report their departure.