



2021 CSA Work Share Agreement

Thank you for your interest in being a workshare member for the 2021 CSA season! Our program relies heavily on the enthusiasm, energy, and dedication of our workshare volunteers in order to successfully prepare and distribute CSA produce each week. We hope that being a workshare volunteer will be a meaningful experience to you, in addition to feeding you and your family.

Please review and complete each page of this workshare contract by initialing by each clause. By initialing and signing your name at the bottom of this contract, you are indicating that you understand and agree to the terms and conditions of our workshare program.

_____ Time Requirement: 4 hours per week for 20 weeks. The CSA will run for 20 weeks – June 16 to October 27, 2021. Workshare members commit to a minimum of 4 hours per week on average. The workshare member may plan to miss two of the 20 weeks, with at least one week's advance notice to New Roots staff. You will receive a complimentary full CSA share (\$35 value) for the weeks that you work.

_____ It is imperative that the workshare member is on time, given that the CSA preparation and packing process follows a strict schedule.

_____ Workshare members cannot arrange for another individual to attend the shift with them or in place of them in order to fulfill their hourly commitment. New Roots welcomes additional volunteers to help at the farm, but only with advance notice and the required volunteer onboarding beforehand.

_____ Workshare members are responsible for assisting the logistics specialist with share packing, distribution, and other CSA operations at the Wheadon farm in Draper, Utah (310 13800 S, Draper, UT 84020). The four-hour workshare shifts are as follows:

- Tuesdays from 12:00pm to 4:00pm
- Wednesdays from 10:00 am to 2:00 pm. There is flexibility for some members to start later so that delivery of CSA shares to pick-up locations around 3:30pm can be part of their shift duties.

_____ The workshare volunteer will choose **one** of these shifts at the beginning of their contract and will attend the same shift for the duration of their time as a workshare volunteer.

_____ The number of hours that a workshare member completes may vary from week to week and may be less than their average weekly commitment so long as share packing and distribution requirements are met on their assigned day. Conversely, packing shares some weeks may require more than the average weekly commitment, and we ask that workshare members be willing to stay later (or come earlier) to ensure that all shares are packed on time and ready for delivery on Wednesday afternoons by 2:00 pm.

_____ If share packing requires less time than expected, other duties may be assigned, including (but not limited to): assisting staff in installing seasonal infrastructure, assistance in planting, farm maintenance, harvesting New Roots demonstration beds, weeding, and hand removal of invasive foliage.

_____ Frequent or extended breaks are not included in the 4 hour window of work required of the workshare volunteer each week. Please take care of personal needs prior to starting your shift. If you



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need to take a longer rest (or several) during the course of your shift, please plan on staying longer to make up that time.

_____ Workshare members will participate in a variety of tasks, which may include, but are not limited to:

- Assisting farmers with harvesting and washing of CSA produce
- Assembly and arrangement of CSA totes, share boxes and bags.
- Packing of vegetables and fruit into bags/boxes while paying attention to any quality issues.
- Setting up, sanitizing, and breaking down of share packing area.
- Sharing recipes to include in the weekly CSA newsletter.
- Interacting with shareholders and answering questions.
- Maintenance of the New Roots demo beds (weeding, keeping an eye out for issues).
- Maintaining on-farm CSA distribution area (picking up trash, weeding, watering flowers, posting information on white board for guests, ensuring visitors to the farm do not leave the graveled area of the farm site).

_____ All workshare members must comply with New Roots' food safety standard operating procedures, Good Agricultural Practices (GAP) standards, all posted signage, and the Visitor Health and Hygiene Policy outlined below:

- If you are ill, please come back another day to visit us. If you have diarrhea, jaundice, fever, sore throat, or are vomiting, you will not be allowed to enter the farm or packinghouse.
- Please remove all jewelry and place in a pocket. If this is not possible, let your host know so an alternative safe storage spot can be provided. It is okay to wear a plain ring that does not contain a stone or jewel.
- Please wash your hands at the beginning of your visit as well as:
 - After using the toilet
 - Before starting or returning to a task
 - After using your cell phone
 - Before and after eating or smoking
 - Before putting on gloves
 - After touching animals or animal waste
 - Any other times hands may become contaminated



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- Eating is permitted only in designated areas. If you have any questions about the location of these areas, please ask your host.
- Smoking of any kind is not allowed on our farm.
- If required, please wear all protective gear provided for you.
- If you are injured, tell your host immediately. Please let your host know if any blood or bodily fluid has come in contact with any surfaces or fresh produce, so we can clean the area and properly dispose of the contaminated produce.
- Pets are not allowed on the farm, unless it is a service animal. To reduce food safety risks, service animal access may be limited in areas where fresh fruit and vegetable production, handling, or packing occurs.
- If a workshare member sees something that is not in accordance with New Roots' food safety protocols or has questions about a food safety practice, they are required to communicate concerns with Elise, the logistics specialist, at (757) 812-4170, or other New Roots staff immediately through in-person, text, or phone call.

_____ Workshare members must be prepared for inclement weather, and be prepared for hot, cold, wet, weather. CSA shares are packed and delivered regardless of weather conditions. Workshare members must bring adequate drinking water, sunscreen and protective wear, and snacks for the whole day.

_____ Workshare members are responsible for tracking their own hours on Salesforce. Members will receive log in information and instructions after attending a volunteer orientation session.

_____ The hours worked to cover the monetary value of the CSA are not tax deductible. Hours worked outside of the 4 hours/20 weeks time commitment are tax deductible and must be tracked by the workshare member and approved by the logistics specialist.

_____ Workshare members must attend an International Rescue Committee Volunteer Orientation Session. You can sign up for sessions here: <https://signup.com/go/FVjFCTJ>

_____ In accordance with IRC volunteer requirements, workshare members must pass a background check and pay \$45.00 to cover its cost. For those unable to cover the cost of a background check, New Roots and the IRC will pay for it. Please reach out to Elise at elise.watt@rescue.org if this applies to your situation.

_____ The workshare member must have reliable transportation to the farm.

_____ The workshare member agrees to accept full responsibility for themselves and all of their actions while on the farm. The workshare member also agrees to be completely responsible for anyone else that they may send or bring with them to the farm.



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_____ The workshare member agrees not to hold the International Rescue Committee, New Roots, or any of their employees responsible for any injuries, damages to property, or mishaps that may occur while performing the requirements of this workshare agreement.

_____ The workshare member also understands and acknowledges that while performing their workshare agreement, they are in no way considered an employee of New Roots or the International Rescue Committee and as such do not qualify for any type of employee benefits or compensation.

_____ Failure to comply with any of the above requirements will result in review by New Roots staff and possible expungement from further New Roots/IRC related opportunities.

Workshare Member

Printed Name: _____

Phone Number: _____

Email Address: _____

Signature: _____

Date: ____/____/____