Statement of Work for Labour Productivity Assessment

Important information

- The Labour Productivity Assessment includes up to four working days of service provided by the advisor
- A minimum of one farm visit is required
- Discussion with employees, not just owner/operators, on key requirements below is essential to understand barriers to optimization
- A follow-up review is available one year hence after completion of the initial report

At minimum, a farm labour productivity assessment should include the following elements*:

i. Labour requirements: an evaluation of the required labour needs to achieve projects and activities optimal to the business, as per their strategic plan
   a. Benchmarking skills requirements for projects and activities (type of work, duration, hours- or days-required per activity/project, skills and knowledge required)
   b. Benchmarking staffing needs for projects and activities (duration, hours- or days-per employee)
   c. Review of organizational structure, job descriptions, responsibilities, and compensation
   d. Seasonal projections, accounting for unique nature of most farm labour in Ontario

ii. Compensation: defined compensation for staff of all categories
   a. Full-time (defined range for payment based on experience, benefits, service and job description)
   b. Part-time (defined range for payment based on experience, benefits, service and job description)
   c. Family (defined range for payment and benefits)
   d. Seasonal (defined range for payment and benefits)

iii. Labour productivity analysis
   a. Produce a ratio for past activities/seasons (as much as possible with existing records) back ten years
   b. Production capacity of the existing operation and how productivity is impacting the business and strategic plan of the business
   c. Consider expansions/contractions of the business and changes in labour requirements

iv. Skills and knowledge improvement: farm businesses should be given an assessment of the requirements necessary for taking on new staff, maintaining and developing skills to optimize work effectiveness, and upgrading important skills. The organization’s budget should reflect the investment needed for career development of employees.
   a. Initiation and orientation training (time, costs, individuals per time period)
   b. On-going learning requirements and opportunities (time, costs, individuals per time period)
   c. Social and economic impact to the community of investment made

v. Alternative productivity currently utilized in the industry
a. Brief jurisdictional analysis of existing technologies/policies/techniques used to optimize productivity in similar businesses of similar scale
b. Comment on potential opportunities to utilized labour productivity options and integration into existing operation.

vi. Assessment of regulatory compliance (legislation and regulations) in all preceding areas and the impact on productivity
   a. Federal
   b. Provincial (Employment Standards Act)

*This should include the roles, responsibilities and expectations of family members who engage in paid and unpaid work that contributes to farm economic/business/social activities.

Updated 10 August 2015