

## APPENDIX E

### FAWS INTERVIEWER INSTRUCTIONS FOR CONTACT AND SELECTION OF GROWERS AND WORKERS

**INTERVIEWER:** As with other instructions for Interviewers, these sections have been designed as guides and references. You can use these instructions more effectively after participating in an Interviewers' training session conducted by a Senior AI/FAWS trainer. Although you may have had experience as a NAWS interviewer, this manual is adapted to the specific requirements for the FAWS. It is imperative that you thoroughly read these instructions before you conduct your next interviews, even if you have conducted interviews in the past, because there could be changes, deletions and additions to these sections.

If you find any errors in these instructions, need further clarification, or can provide suggestions to improve these instructions, please contact AI/FAWS (toll-free number) in Burlingame, California.

#### I. GROWER CONTACTS

**A. GROWER LISTS.** For the purpose of the FAWS, the word "grower" is defined as a person or entity that employs or contracts agricultural workers and remunerates directly to the workers. This grower is also known as "employer, rancher, farmer, contractor" or "boss". In Spanish the grower is known as "*ranchero, empleador, agricultor, contratista, dueño, mayordomo*" or "*patron*". Interviewers, remember that Contractors and Nurseries (pertaining to citrus, tomatoes or strawberries) are also considered employers. The list of growers or employers is known as the "Growers List." A total of 244 employers will be contacted for this study.

1. **THE SELECTION OF THE GROWERS LIST.** The sample of growers is selected randomly for each of the sampled commodities. This growers list is generated with the names of the employers and their addresses. Employers are categorized into five sets to assure coverage across the three commodities of interest (citrus, tomato and strawberry employers) and important types of employers. Interviewers will be given specific employers to interview. The average length of the interview should be about 20 minutes, and information on the number of workers, the location of contractors, foremen, and work crews employed by the grower are to be obtained. Growers may elect not to participate in the study, and in such cases are to be denoted as nonrespondents.
2. **GROWER ID NUMBER.** Every grower on the list has an identification number. You should use this ID number on all the forms that require proper identification. For example, the edited questionnaires submitted to AI/FAWS Burlingame must have the ID number of the grower. This ID number should appear on all the questionnaires completed from that particular employer.
3. **GROWER INFORMATION.** Please be aware that not all grower contact information on the growers list may be current and accurate. You may, for example, find that:
  - a) the grower's name, or the company name, is incomplete or wrong (or does not exist);

- b) the address has been changed;
- c) the street is misspelled;
- d) the grower is out of business;
- e) the ownership has changed and now has a new name;
- f) the type of business does not apply to the FAWS;
- g) the grower listed has merged operations with other growers thus creating a new business entity.

Please document all discrepancies or changes found with any of the information mentioned above in the space provided on the growers list.

## **B. GROWER CONTACT.**

- 1. INITIAL CONTACT BY MAIL.** The first contact to the growers is done by mail. AI/FAWS sends out an introductory letter including the FAWS brochure to the growers on the list. The letters should arrive one week before interviewers arrive in the area. You can contact the main office in Burlingame to verify when the mailing was done. The mailing not only informs the growers of your arrival, but it also identifies by the return mail whether we have the wrong addresses or if the grower is no longer in business. A grower can also respond to the letter informing us that currently he/she has no employees. All this feedback helps you to efficiently make contact with active growers.
- 2. PERSON TO PERSON CONTACT.** After the initial contact by mail, you can continue the contact process by visiting the growers. If no contact can be made on the property, you can attempt to make contact by phone. As a reminder, person-to-person visits are more effective than telephone calls.
- 3. THE CONTACTS AND VISITS.** All growers on your list (and no others) are to be contacted. When meeting with the grower, you should collect information that will help you determine eligibility of the workers and their selection:
  - a) How many employees are currently working for him/her;
  - b) How many of those workers currently employed are eligible for this study (SEE BELOW: ELIGIBILITY); and
  - c) Where the eligible workers may be contacted for the study.

## **II. FARM WORKERS: CONTACT AND SELECTION**

### **A. THE WORKER IS ELIGIBLE TO BE INTERVIEWED IF HE/SHE:**

- 1.** Works on a Florida CITRUS, TOMATO, or STRAWBERRY farm in Florida. This includes crops or types of cultivations in fields, nurseries and greenhouses.
- 2.** Works in the production of plants including work done in nurseries and greenhouses such as planting, cultivating, fertilizing, grafting, seeding, or harvesting.
- 3.** Worked in the last 15 days - at least 4 hours for one day within that 15 day period for the contacted grower - and the type of work meets one of the criteria mentioned above.

**B. THE FARM WORKER IS INELIGIBLE TO BE INTERVIEWED FOR THE FAWS IF HE/SHE:**

1. Is related (husband, wife, or couple, son or daughter) to another person already interviewed in the same cycle for the same employer (member of the same family unit listed on the family grid in the FAWS questionnaire). Only one of them can be interviewed.
2. Was interviewed previously by FAWS (If in doubt, call FAWS office. Grower list indicates whether workers have been interviewed in the past).
3. Works exclusively with animals (bees, horses, fishes, pigs, cows, etc).
4. Did not work for the contacted grower at least one day for 4 hours or more in the last 15 days.
5. Works for an eligible grower, but does non-farm work (NF) for the grower (mechanic, sales, office, etc).
6. Is a family member of the contacted grower and involved in the decision making of the farm operation (non-salary employee).
7. Is the owner of the operation (grower) or is the labor contractor.
8. Is a sharecropper that makes all operational decisions; such as when, where and how to plant, irrigate, harvest, etc.
9. Works for a packing house or cannery (packing or canning agricultural products) outside of the farm. Note: Workers who are packers or canners can be eligible for the FAWS study if they meet the following two criteria:
  - a) If the plant is adjacent or located on the farm.
  - b) At least 50% of what are being packed or canned comes from the fields of the contacted grower.

**C. WORKER SELECTION.** Each grower has a pre-assigned worker sampling rate. Request a listing of workers ordered by the last four digits of their social security numbers, numbering them sequentially from one to the last worker (N). Refer to your table of random numbers to select a random number between one and N. If the assigned sampling rate for the grower is 10%, then select every tenth worker starting with the first random worker selected. Once the end of the list is reached, go to the beginning of the list, continuing until you have a 10% sample of the workers. Similarly, if the assigned sampling rate is 5%, select every 20<sup>th</sup> worker after the first randomly selected worker until you have selected a 5% sample of workers. These are the specific workers to be interviewed.

**D. LOCATING THE WORKERS.** After you get permission from the grower and you have the list of specific workers to be interviewed, ask the grower where you can find the workers and when is the best time to meet with them?

**E. FARM WORKER CONTACT.**

1. **THE BEST TIME TO CONTACT WORKERS.** Farm workers are not to be interviewed during work hours, and if possible, interviews are to be conducted outside of the workplace. Unless the grower gives you permission to speak with his/her employees during working hours, do not make any appointments or try to interview the workers while they are working. You should arrive at least one hour before the workers arrive for work to make your selection. If there is not enough time to schedule or complete your interviews, you can return during their lunch time or after work.

2. **BUSINESS OPERATIONS.** Interviews are to be conducted outside of the workplace whenever possible, and will not be conducted during work hours. As such, they will not interfere with or disrupt the agricultural employer's or contractor's business operations. If your appointment is before the beginning of the workday, try to complete your meeting and interviews at least 10 minutes before workers are scheduled to begin work. Remember that some workers, apart from the monetary incentive they receive from the interviewer, are not paid while being interviewed; and some growers may have their crops affected if their workers are not available to tend those crops. Please be aware that a negative experience at one establishment can affect your data collection with other workers in the region.
  
3. **CHANGING WORK LOCATIONS.** The high mobility of workers and the changing seasonal location of production by commodity will require timely sampling in different locations throughout the state of Florida as the season progresses. Try to complete your interviews on the same day the grower gives you permission to do them. Beware: it is not unusual for workers or crews to change field locations and/or employers on a daily basis.

### III. INTRODUCTION, PRESENTATION AND CONCLUSION OF THE FAWS TO THE WORKER.

- A. **MEMORIZE PRESENTATION.** Be friendly (use your charm) when giving your introduction and explanation of the FAWS study to the workers. If a worker is eligible and wants to participate you will have to mention some points that are required by the FAWS. Memorize the introduction and the bullet points of the study: DO NOT READ. The official FAWS script is the following:

"Good (morning, afternoon), my name is \_\_\_\_\_ . I work with Aguirre International, a social research company.

I am conducting a study to understand the demographic and health characteristics of Florida farm workers and their labor force participation in Florida agriculture. Although we cannot offer you an immediate benefit, this study will improve the Federal Government's, the agricultural industry's, and the public's understanding of the needs of farm workers and farm employers.

The study is strictly confidential. By law we can't identify your name along with the information you supply us. The study is voluntary and you can refuse to respond to any question if you feel uncomfortable.

We keep all information regarding names, addresses, etc. strictly confidential; this information is only seen by those involved with the study. The study is designed so that the results are not displayed on an individual basis.

We keep under lock and key all completed interviews, and maintain tight security on the computer data base. No one is given any personal information on any individual, not even the Federal Government which sponsors this study. All of our reports contain statistical information making it impossible to identify any individual.

Remember, although your participation is voluntary, your contribution to the study will benefit the agricultural community.

You will receive \$15 U.S. for participating in the study.

The interview will last approximately 75 minutes."

- B. SCHEDULING INTERVIEWS.** After the initial contact with selected workers, you should schedule a place and time that is convenient for the worker.
  
- C. DOCUMENTING REFUSAL TO PARTICIPATE IN FAWS.** On the growers list document the selected workers who refused to participate and notate the reasons for declining. You must also document the growers who declined to participate; this information will help us determine if any bias exists with certain type of growers.