

INTERNAL OPERATIONS OVERVIEW

Home Sown Gardens Orientation 2023

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Internal Operations Overview - Contents



ONBOARDING



BENEFITS



PAY & SCHEDULE



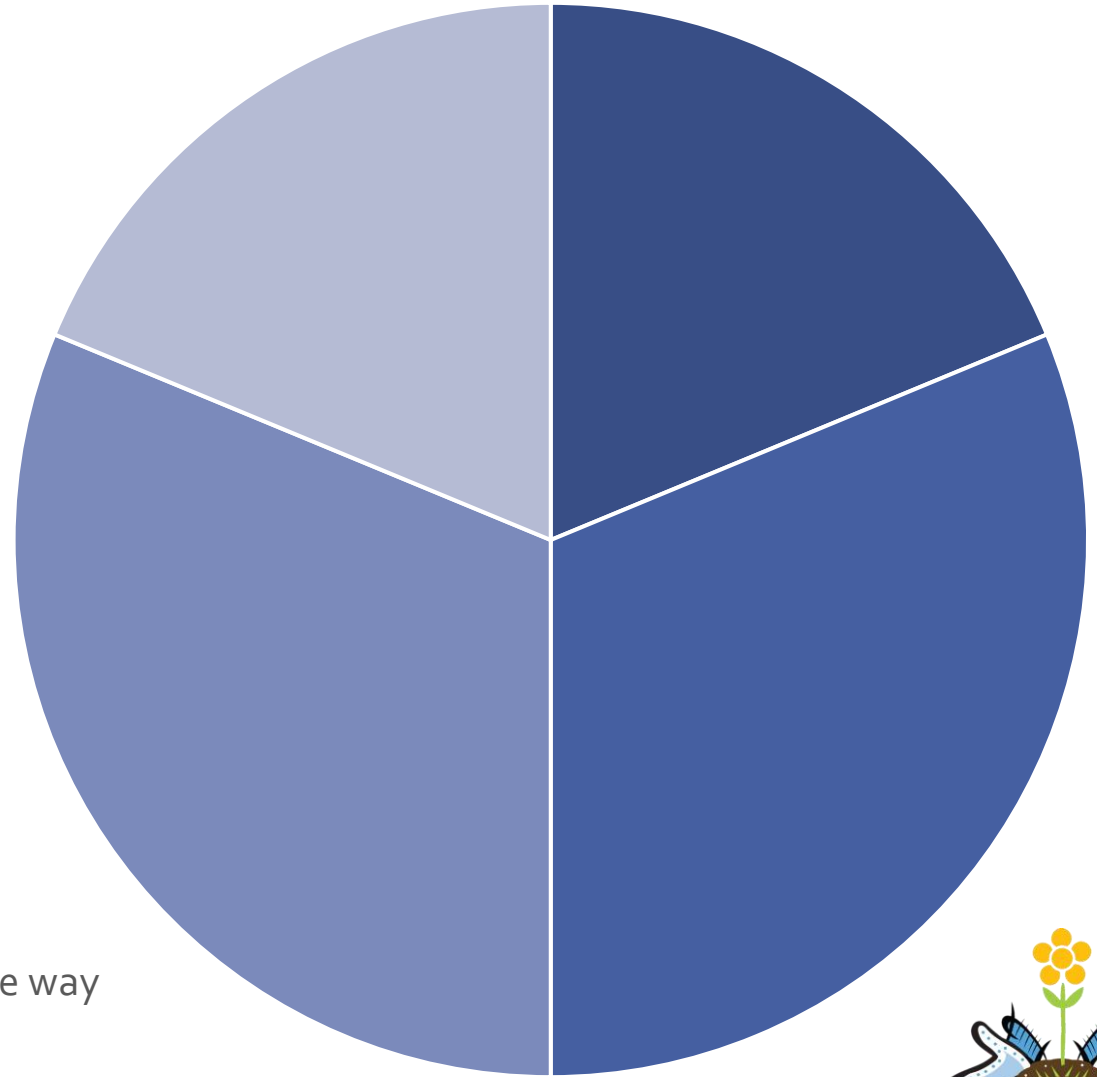
COMMUNICATION



WHERE TO GO

What's One Thing That Excites You About The Upcoming Season?

- Getting "swole"
- The friends we make along the way



Onboarding

Documents

Handbook Highlights

Location, Location, Location



Documents

- **Documents to Sign**

- Non-Compete Agreement
- Confidentiality Agreement
- Attendance Policy
- Photo Release
- Wage Theft Notice
- HSG Tool Policy
- HSG Uniform Policy

- **Policies to Reference**

- HSG Holidays & Blackout Dates 2023
- HSG Mileage Reimbursement Policy 2023
- HSG Payroll Schedule 2023
- HSG Time Off Policy 2023



NonCompete Agreement

Employee Non-Compete, Non-Solicit, & Confidentiality Agreement

This agreement is made between Home Sown Gardens LLC (Employer) of Eagan, MN and _____ (Employee Name).

For valuable consideration and as an inducement for Employer to extend and continue employment to _____ (Employee), Employer and Employee agree as follows:

1. The Employee agrees not to directly or indirectly compete with the business of Employer and its successors at all times during and for a six (6) month period after employment non-withstanding the cause or reason for termination or resignation.
2. The Employee agrees to keep all of Employers' business secrets confidential at all times during and after the term of Employee's employment. Employers' business secrets include any information regarding its customers, supplies, finances, research, development, manufacturing processes, or any other technical or business information.
3. The Employee agrees not to make any unauthorized copies of any of Employers' business secrets or information without their consent, nor to remove any of their business secrets or information from their facilities. The Employee acknowledges that Employer shall or may in reliance of this agreement provide the Employee access to trade secrets, clients, and other confidential data and good will in relation to clients and other employees. The Employee agrees to retain said information as confidential and not to use said information on their own behalf or disclose same to any third party.
4. The parties agree to the following additional terms:
 - This agreement shall extend only for a radius of twenty (20) miles from the present location of Home Sown Gardens LLC and shall be in full force and effect for six (6) months, commencing with the date of termination.
 - This agreement shall be binding upon and ensure the benefit of the parties, their successors, assigns, and personal representatives.

Signature of Employee

Date

- Main Points:
 - Employee will not compete, directly or indirectly, with HSG during and for six months after employment.
 - Business secrets stay secret.
 - In effect within 20 miles of HSG and for at least six months after date of termination.



Confidentiality Agreement

Employee Use of Confidential Information

I, _____ (Employee Name), as an employee of Home Sown Gardens LLC do hereby acknowledge that I am subject to and must comply with a number of State and Federal laws involving the confidential handling of personal information regarding both customers and clients of Home Sown Gardens and other employees. These laws may include but are not limited to FACTA, HIPPA, The Economic Espionage Act, The Privacy Act, Gramm/Leach/Bliley, Identity theft laws, Trade Secrets Protections, and Implied Contract Breach.

I acknowledge that I must maintain the confidentiality of all documents, credit cards, and personal information of any type and that such information may only be used for their intended business purpose. Any other use of said information is strictly prohibited and is cause for immediate dismissal. Additionally, should any misuse of information be made by me, I understand that I am fully accountable both civilly and criminally.

I further agree to follow the rules and regulations of Home Sown Gardens LLC in regarding to the handling of confidential information, so as to protect the privacy of all involved.

Signature of Employee

Date

- Main Points:
 - Employees have access to client information, such as addresses, credit cards, and other personal information.
 - Employees must keep this information secure – don't share it.



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Photo Release

Employee Photo Release

I _____ (Employee Name) hereby grant Home Sown Gardens, LLC permission to use my likeness in a photograph, video, or other digital media ("photo") in any and all of its publications, including web-based publications, without payment or other consideration.

I understand and agree that all photos will become the property of Home Sown Gardens, LLC and will not be returned.

I hereby irrevocably authorize Home Sown Gardens, LLC to edit, alter, copy, exhibit, publish, or distribute these photos for any lawful purpose. In addition, I waive any right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photo.

I hereby hold harmless, release, and forever discharge Home Sown Gardens, LLC from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I have read and understand the above photo release. I affirm that I am at least 18 years of age, or, if I am under 18 years of age, I have obtained the required consent of my parent/guardian as evidenced by their signature below.

Signature of Employee

Date

If under 18, both parents/guardians must sign individually.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

- Main Points:
 - Permission to use photos of you/your likeness for web-based publications.
 - Waives right for compensation and right for approving final product.
 - Photos submitted to HSG or taken by HSG are property of HSG.



Wage Theft Notice

mn DEPARTMENT OF LABOR AND INDUSTRY

Employee notice

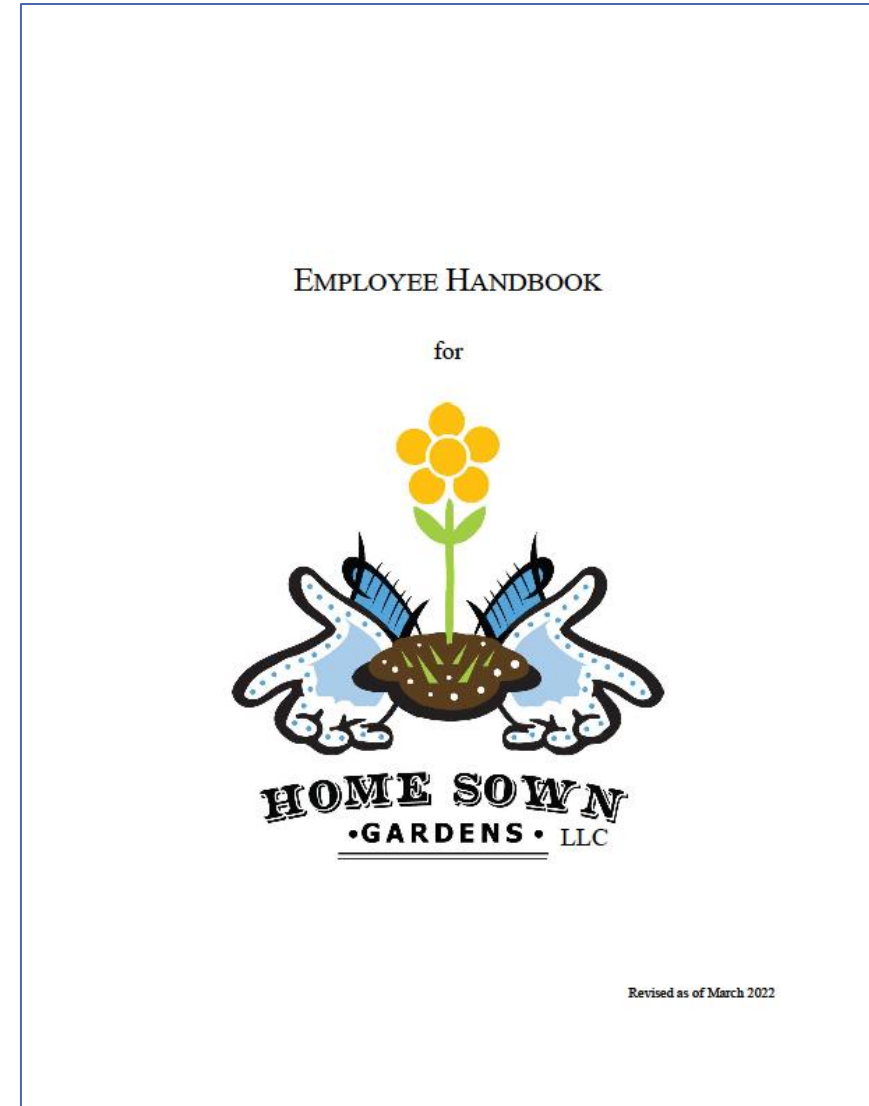
1. Employee:	Address:		
Phone number:	Email address:		
Date employment began:			
2. Legal name of employer:	Main office/principal place of business address:		
Home Sown Gardens, LLC 3345 Lexington Ave S. #301 Egan, MN 55121			
Phone number: 651.434.7349	Email address: info@HomeSownGardens.com		
Operating name of employer (if different):			
Mailing address (if different):			
3. Employment status (exempt or non-exempt):			
<input type="checkbox"/> Employee is exempt from: <input type="checkbox"/> minimum wage <input type="checkbox"/> overtime <input type="checkbox"/> other provisions of Minnesota Statutes 177			
Legal basis for exemption:			
<input checked="" type="checkbox"/> Employee is non-exempt (entitled to overtime, minimum wage, other protections under Minn. Stat. 177)			
4. Rate or rates of pay			
Paid by: Hour <input checked="" type="checkbox"/> Shift <input type="checkbox"/> Day <input type="checkbox"/> Week <input type="checkbox"/> Salary <input type="checkbox"/> Piece <input type="checkbox"/> Commission <input type="checkbox"/> Other method <input type="checkbox"/>			
Overtime is owed after: 40 hours			
Allowances claimed:			
\$ _____ per meal for meal allowance (max = 60% of one hour of adult minimum wage per meal)			
\$ _____ per day for lodging allowance (max = 75% of one hour of adult minimum wage per day) (or fair market value)			
5. Leave benefits available:			
<input checked="" type="checkbox"/> Sick leave <input checked="" type="checkbox"/> Paid vacation <input checked="" type="checkbox"/> Other paid time off			
How benefits are accrued: Number of hours _____ or days _____			
per <input type="checkbox"/> year <input type="checkbox"/> month <input type="checkbox"/> per pay period <input type="checkbox"/> per hours worked See Time Off Policy			
Terms of use:			
6. Deductions that may be made from employee's pay and amounts:			
Loss of Tools - See Tools Policy ; Health insurance premium and IRA contribution, if applicable.			
7. Number of days in the pay period: 14	Regularly scheduled payday: every other Friday - See Payroll Schedule		
Date employee will receive first payment of wages earned:			
8. Other information relevant to this position:			
I, the employee, have received a copy of this notice: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer signature	Date	Employee signature	Date

- Main Points:
 - States employee's employment status, exemption status, and first date of paycheck
 - States payroll details (or where to find them)
 - States any deductions that would appear on a paystub



Handbook

- Contents
 - Welcome Letter
 - Introduction
 - History
 - Philosophy, Goals, Values, and Beliefs
 - Policies in the Workplace
 - Your Pay and Progress
 - Time Away from Work and Other Benefits
 - On the Job
 - Work Breaks, Rest Periods
 - Safety in the Workplace



Location, Location, Location

- **Paychex**

- All signed onboarding/HR documents
 - Job Descriptions, PTO Policies, Payroll Schedule
- Time & Attendance
 - Employee Schedule, Requesting Time Off, Approving Timecard
- All employment information such as:
 - Paystubs, Taxes, Hire Date, Earnings & Deductions
- All personal information such as:
 - W-4, Direct Deposit, Address, Emergency Contact



- MAIN
- Dashboard
- My Profile
- My Pay
- My Documents**
- Company Locations
- Human Resources
- Performance
- Time & Attendance

- OTHER
- Help Center

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11095975

Dashboard

Reorder Manage Tiles

ff FinFit®

Your free personal guide to financial well-being including money management tools and credit solutions.

[Launch FinFit](#)

Clocked Out

11:09 AM

Today's Total: -
Shift Total: -

Internal Operations [Edit](#)

Note

[More Options >](#)



Tax Documents

2021 W2 | 2020 W2

[View All](#)

Check Stubs

- Mar 11 Pay Period [View Details](#) Feb 21-Mar 06
- Feb 25 Pay Period [View Details](#) Feb 07-Feb 20
- Feb 11 Pay Period [View Details](#) Jan 24-Feb 06

[View All](#)

Conversations + Add

You don't have any notes yet.

[Get Started](#)





My Documents

Needs Attention (3)

Name



HSG Payroll Schedule 2022

Acknowledge



HSG Mileage Reimbursement Policy 2022

Acknowledge









HSG Gardener Supply List

Acknowledge

All Documents (20)

Filter



-  My Documents
 -  Company Locations
 -  Human Resources
 -  Performance
 -  Time & Attendance
- OTHER
-  Help Center

 HSG Employee Confidentiality Agreement E-Signed Feb 24, 2020	Policies & Agreements	⋮
 HSG Employee Handbook-2020-R4 E-Signed Jul 3, 2020	Policies & Agreements	⋮
 HSG Employee NonCompete Agreement Template E-Signed Feb 24, 2020	Policies & Agreements	⋮
 HSG Employee Photo Release E-Signed Feb 24, 2020	Policies & Agreements	⋮
 HSG Job Description Crew Gardener 2020 E-Signed Jul 3, 2020	Policies & Agreements	⋮
 HSG Mileage Reimbursement Policy 2021 Acknowledged Apr 5, 2021	Policies & Agreements	⋮
 HSG Time Off Policy 2022 Acknowledged Mar 7	Policies & Agreements	⋮

Security | Privacy
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11:38 5G

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Dashboard [Manage Tiles](#)

Clocked Out
11:38 AM

Today's Total: -
Shift Total: -

Internal Operations [Edit](#)

Note

[More Options >](#)

ff FinFit®

Reduce financial stress with access to instant credit upon approval, tools to manage your money, and free financial counseling.



11:37 5G

PAYCHEX FLEX

MAIN

- Dashboard
- My Profile
- My Pay
- My Documents
- Company Locations
- Company Directory
- Performance
- Time & Attendance

OTHER

- Help Center

Don't see all your features? [Learn More](#)

[Security](#) | [Privacy](#)

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11:38 5G

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My Documents

Needs Attention (6)

Name		
	Garden Services Empl... Due Apr 10	Acknowledge
	HSG Employee Handb... Due Apr 10	Fill in
	HSG Time Off Policy 2... Due Apr 10	Acknowledge
	HSG Employee NonCo... Due Apr 14	Fill in
	HSG Employee Photo ... Due Apr 14	Fill in
	HSG Employee Confid... Due Apr 14	Fill in



Benefits

Paid Time Off

SIMPLE IRA

Group Health Insurance

Continuing Education



Paid Time Off – Vacation Time

- Vacation is accrued at a rate of 1 hour of vacation per 32 hours worked.
- Cannot be used toward the calculation of overtime
- Start with a set number of hours and accrue immediately
 - Determined by seniority and status (full- or part-time)
 - Seasonal Employees are paid out at the end of the season
 - Year-Round employees can carry a maximum of 80 hours into the new calendar year



Paid Time Off – Blackout Dates

- **Blackout Dates** are dates when we restrict time off requests.
 - First five (5) weeks of the season
 - 04/10/23 – 05/13/23
 - Week before Independence Day Holiday
 - 06/26/23 – 06/29/23
 - Last three weeks of the season
 - 11/06/23 - 11/22/23



Paid Time Off – Holidays

Date	Holiday
1/2 /23	New Year's Day
5/29/23	Memorial Day
7/4/23	Independence Day
9/4/23	Labor Day
11/23/23	Thanksgiving
12/25/23	Christmas Day

- All employees are paid for holidays.
 - Full-time = 10 hours
 - Part-time = 5 hours
- Holiday hours cannot be used toward the calculation of overtime.
- Seasonal employees have three paid holidays, year-round have six.



Paid Time Off – Sick Time

- All employees accrue 1 hour of sick time per 30 hours worked
 - All employees have an annual accrual limit of 48 hours
- Sick hours cannot be used toward the calculation of overtime
- Start with zero hours and accrue immediately
 - Seasonal Employees are paid out at the end of the season
 - Year-Round employees can carry a maximum of 80 hours into the new calendar year



Paid Time Off – Requests

- Time off must be requested at least two (2) weeks, or ten (10) business days, in advance.
- Time off will be approved by manager within four (4) business days
- Time off cannot be used during blackout dates without extenuating circumstances and manager approval

- Sick time can be used for medical appointments
 - Must be requested at least two (2) days in advance

Vacation and sick time are used by default if an employee:

- Calls in sick
- Leaves before the scheduled end of the day due to illness
- Requests unpaid time off but has vacation or sick time balances
- Rain or snow days



SIMPLE IRA

- 3% company match, pre-tax.
- Managed by Millennium Trust Company
 - Done through their online portal
 - They will email you when you're eligible to enroll or opt-out
 - You must opt-in or out.



Group Health Insurance

- Carrier: UnitedHealth Group
 - Plan Name: Choice Plus Gold 1000-7
- Eligibility: Working at least 20 hours per week
- Employee Premiums:
 - 50% paid by HSG
 - 50% taken from your paycheck, pre-tax
- Family members are eligible to participate, but their premiums are not covered by HSG
- **You must make an election, even if you aren't taking the coverage**
- More plan details will be provided during enrollment
- Seasonal employees can continue their health plan through the off-season under COBRA coverage with an increased premium.



Continuing Education



Horticultural Classes/Programs:

- Master Gardener
- MNLA-CP Exam

Access to Literature:

- Library in 101
- Magazines (Northern Gardener, The Scoop)

Northern Green Expo!

EXCITING

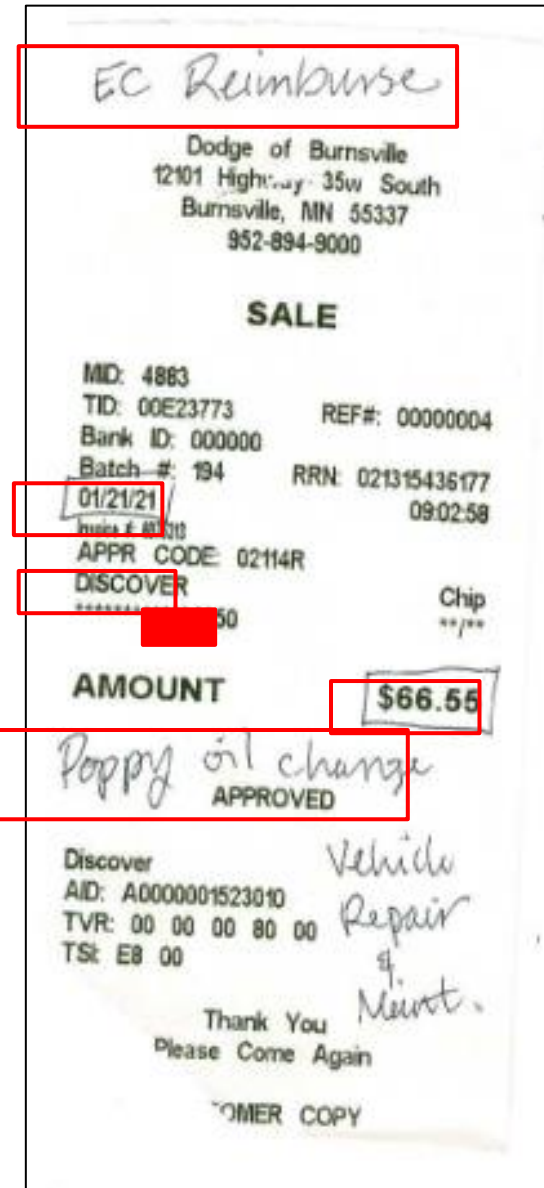


MAGIC

YE-HAW!

Reimbursements

- Other Expenses
 - As approved by TG or HSG Service Coordinator
 - Pre-approval is required for non-scheduled purchasing over \$20
 - Mark the receipt:
 - Name + "Reimburse"
 - Highlight date and total charge
 - Purpose
 - Credit Card (person or HSG)
- Keep a copy for your records.
- Submit receipts, will be reviewed on Thursdays.
- Checks will be cut by the following Wednesday if approved.



Pay and Scheduling

Timecards

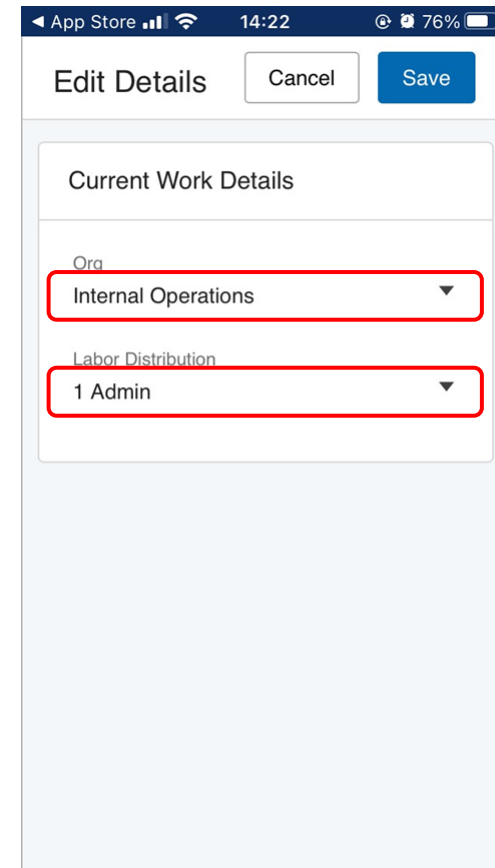
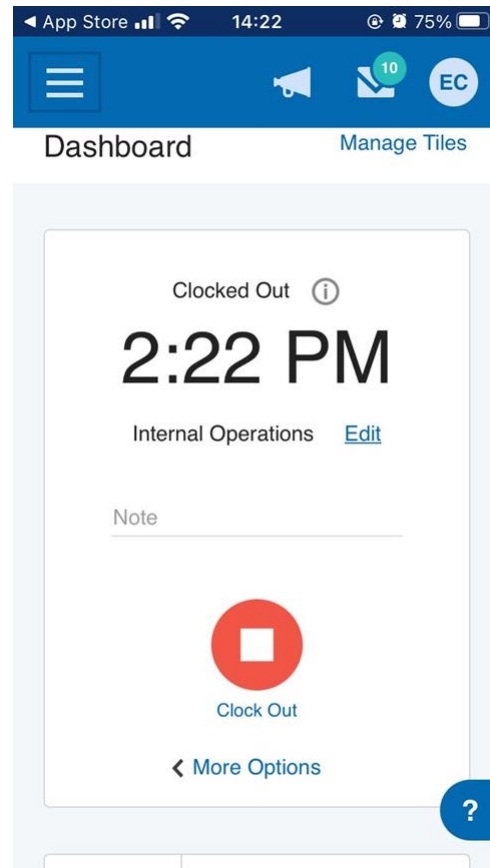
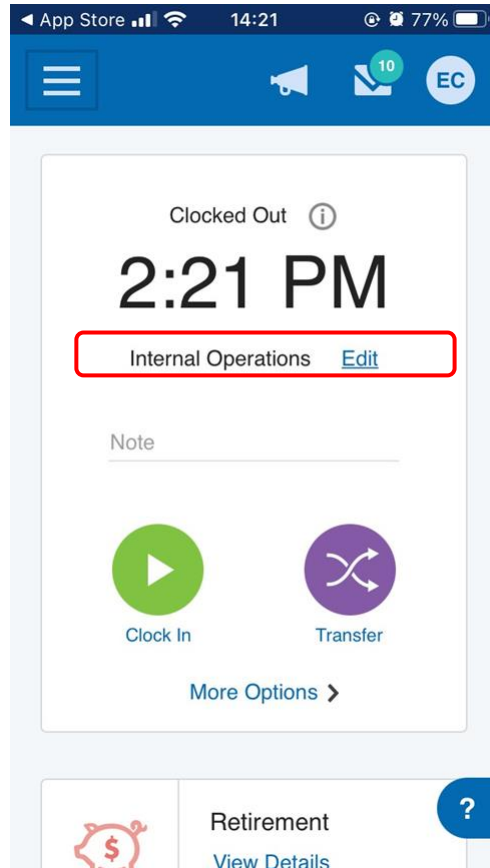
Finding Your Schedule

Requesting Days Off

Attendance Policy



Timecards – Clocking In



Timecards – Approving Time

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Time and Attendance

Mon, Apr 6 1.42h >
● APPROVED

Tue, Apr 7 7.08h >
● UNAPPROVED

Wed, Apr 8 8.50h >
● UNAPPROVED

Thu, Apr 9 - >
● UNAPPROVED

?

Tue, Apr 7

REGULAR 7.08h
TOTAL HOURS 7.08h

Time Card **Approve Day**

- Work
7:40 AM – 12:25 PM 4.75h
Admin
Labor Distribution: 1
Admin
- Work
2:15 PM – 4:35 PM 2.33h
Admin
Labor Distribution: 1
Admin

Home Sown Gardens LLC
11095975

Time and Attendance

Mon, Apr 6 1.42h >
● APPROVED

Tue, Apr 7 7.08h >
● APPROVED

Wed, Apr 8 8.50h >
● UNAPPROVED

Thu, Apr 9 - >
● UNAPPROVED

All set. Your approval status has been submitted.



Finding Your Schedule

PAYCHEX FLEX

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Time & Attendance

Overview | Calendar

Clocked Out
12:04 PM
Today's Total: -
Shift Total: -
Internal Operations [Edit](#)

Note

[More Options](#)

My Agenda

22	Tuesday March, 2022	8:00 AM - 4:00 PM	• Work Internal Operations
23	Wednesday March, 2022	8:00 AM - 4:00 PM	• Work Internal Operations
24	Thursday March, 2022	8:00 AM - 4:00 PM	• Work Internal Operations
25	Friday March, 2022	8:00 AM - 4:00 PM	• Work Internal Operations

[View Full Calendar](#)

OTHER

[Help Center](#)

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Mar 21 - Apr 3 | Current | Week | **Period**

TOTAL HOURS

Options



Requesting Time Off

PAYCHEX FLEX Home Sown Gardens LLC 11095975 Options

MAIN

- Dashboard
- My Profile
- My Pay
- My Documents
- Company Locations
- Human Resources
- Performance
- Time & Attendance**

OTHER

- Help Center

Time & Attendance

Overview **Calendar**

March 2022 Today Week Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	21 8:00 AM - 4:00 ...	22 8:00 AM - 4:00 ...	23 8:00 AM - 4:00 ...	24 8:00 AM - 4:00 ...	25 8:00 AM - 4:00 ...	26
20						
27	28	29	30	31	01	02

● Pending Time Off ● Approved Time Off ● Blackout Date ○ Schedule Calendar Settings

Time Off

147.00 h... Vacation	0.00 hours Unpaid
-------------------------	----------------------

[View All](#)



Requesting Time Off

Time Off

Summary Requests Accrual History

Request Time Off

Time Off Requests
Everybody needs some time off. Get started with your request below, and check back periodically for status changes.

Time Off Balances

Type	Available Balance
Vacation	147.00 hours
Unpaid	0.00 hours

Accrued	Used	Available
120.00h	21.00h	147.00h

Request Time Off

Starting Balance 0.00 Ending Balance 0.00

Request

Select a type

- Vacation (147.00 hours)
- Unpaid (0.00 hours)

To * Select a date

Note
You can add a note to this request

Request Time Off

Starting Balance 0.00 Ending Balance 0.00

Request

Type *
Select a type

From * 3/15/2022 To * 3/15/2022

Tue, Mar 15 0 hours Start Time * 08:00 AM

Total 0 hours

Note
You can add a note to this request



Requesting Time Off – Select Type

- Vacation
 - Trips, Moving, etc.
- Unpaid
 - No PTO available
 - Willing to be scheduled another day during the week
- Sick
 - Called in sick
 - Doctor's appt
- Other
 - Bereavement
 - Jury Duty
 - Etc.

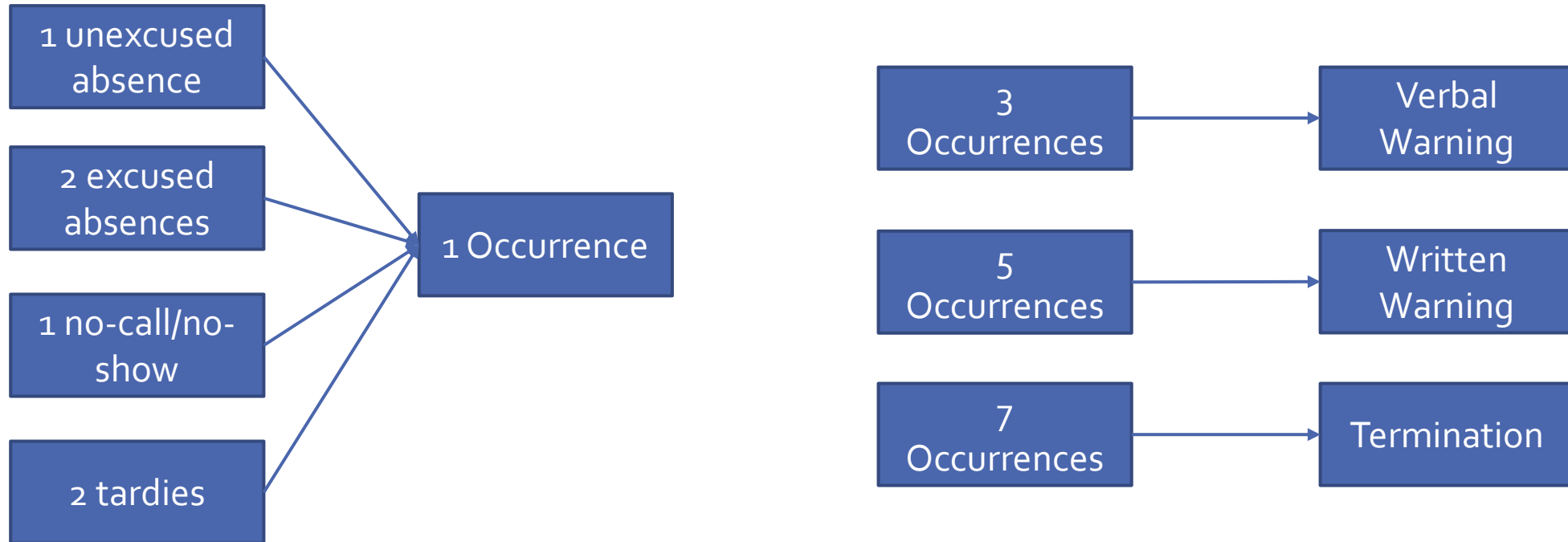


Attendance Policy - Definitions

- Absences and Tardiness are tracked throughout the season
 - Tardy = arriving >10 min after the shift starts
 - Greater than 45 min late is considered a “no-call/no-show”
 - Excused Absence = the office was given sufficient notice (>= 48 hours) and approved absence
 - Unexcused Absence = the office was not given sufficient notice OR absence was not approved
- An occurrence is a combination of absences and tardies that result in a disciplinary action



Attendance Policy – Disciplinary Action



Attendance Policy – Shift Swapping

- If the employee can find another employee (of the same job grade) to cover their shift, the absence will not be counted as unexcused.



1. Alert the Office
2. Request permission to swap a shift with another coworker
3. If approved:
 - Office will provide list of employees to ask
 - Approach a coworker about switching shifts
 - Alert the Office of who will take your place

Communication

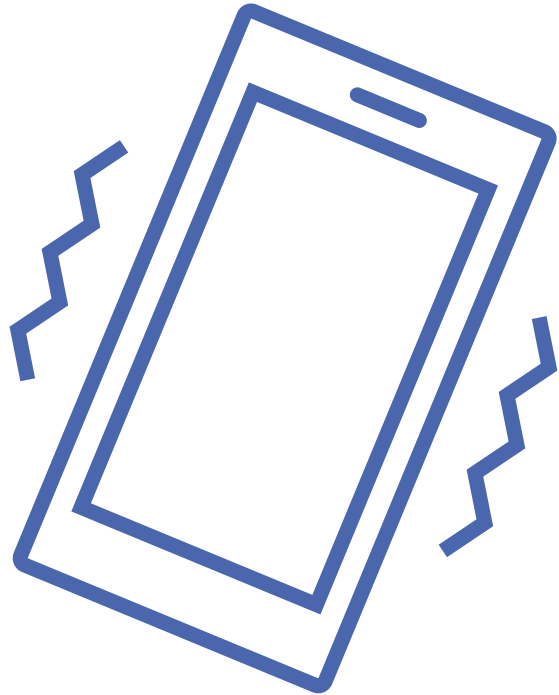
HSG Office Phone

HSG Emails

Company Contact List

Social Media





(651) 434-7349

HSG Office Phone

- Use if:
 - You need to call in sick
 - You need an immediate response
- Phone Access:
 - Service Coordinators
 - Account Managers
 - Internal Operations Supervisor
- Immediate information will be sent via mass text
 - Work cancellations/delays, etc.

HSG Emails – Info@

- Info@HomeSownGardens.com
 - Use if:
 - Updating availability
 - Scheduling issue or questions
 - Missed punches
 - Low or empty supplies
 - Access:
 - Service Coordinators
 - Associate Service Coordinators
 - Internal Operations Supervisor



HSG Emails – Maintenance@

- Maintenance@HomeSownGardens.com
 - Use if:
 - Broken or missing tools
 - Broken, missing, or general issues with the trucks or trailers
 - Procedure:
 - Include:
 - What the problem is
 - When it was noticed
 - When it seems most noticeable



HSG Emails – Updates!

- Internal Operations Updates Email:
 - Weekly emails from IOS
 - Has information such as:
 - Procedure changes
 - Social events/upcoming events
 - Changes in projected schedules

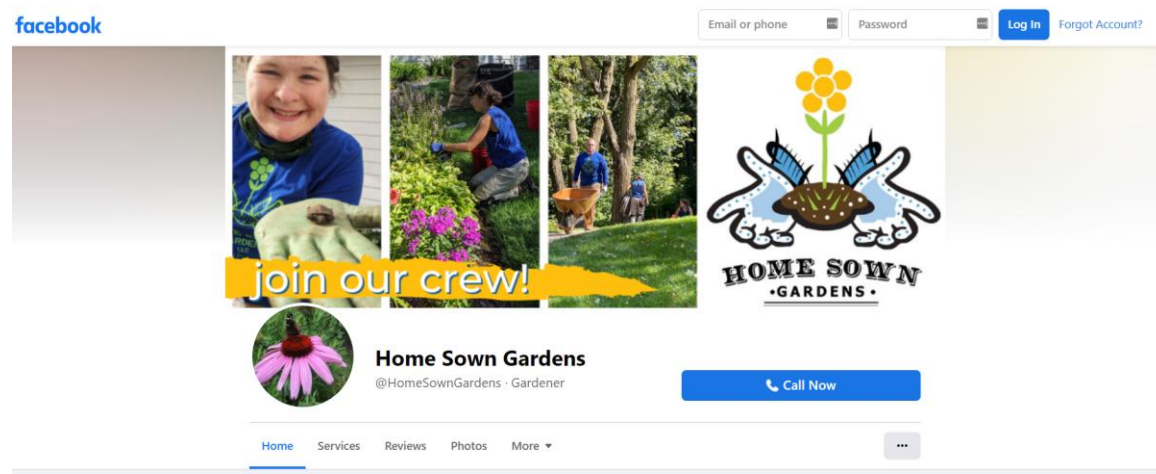


Company Contact List

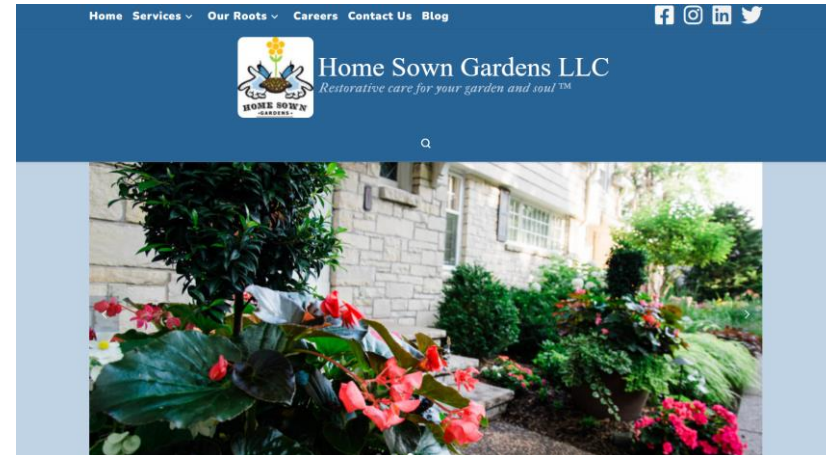
- List of every employee, their phone number, email, and position
- Add these to your contacts so that you can reach people when you need to.
- Updated copies will be attached in weekly IOS email



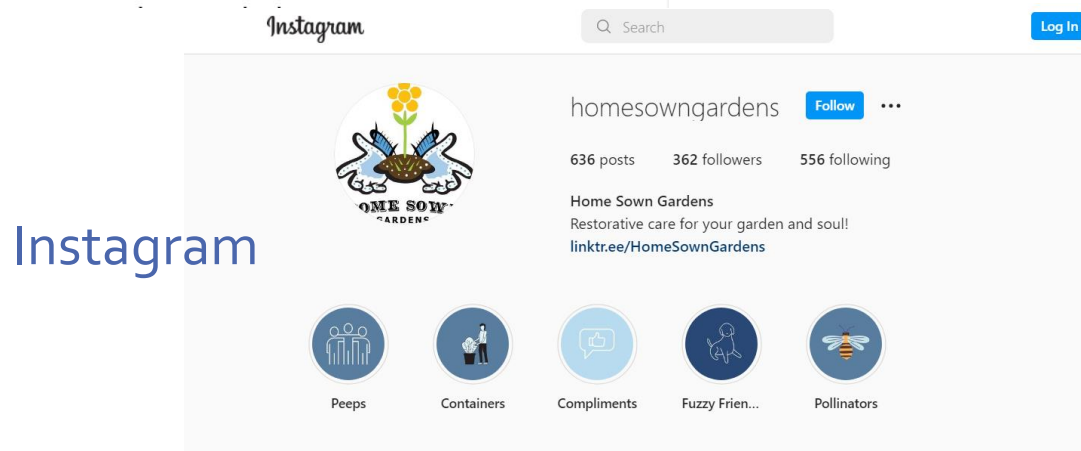
Social Media – Follow Us!



Facebook



Website



Instagram



Where to Go

Human Resources

Service Coordination

Garden Services Manager

Lead Gardeners



Human Resources

- Elisa
- Potential Topics:
 - Pay and Benefits
 - Grievances
 - Operations questions



Service Coordination

- Beth!
 - info@homesowngardens.com
- Potential Topics:
 - Employee availability changes
 - Requesting time off
 - Late/sick/missing punches



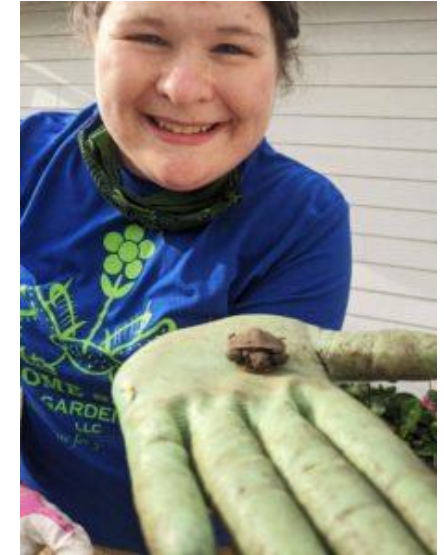
Garden Services Director

- Tami!
 - tgallagher@homesowngardens.com
- Potential Topics:
 - Training
 - Services
 - Seasonal timelines
 - Career/professional growth
 - Feedback



Lead Gardeners

- Potential Topics:
 - Questions about approach and procedures on the jobsite.
 - You need advice about where to take a question or issue.
- **Do not text/call:**
 - When you're late
 - When you want to switch shifts
 - When you have scheduling changes



Pop Quiz!

- **When Should You Contact the Office?**

Running Late

Calling in Sick

- **When Should You Contact Elisa/HR?**

Pay and Benefits

Operations Questions



Questions?

