

A woman with dark hair tied back is working in a garden. She is wearing a dark long-sleeved shirt and dark pants. She is leaning over a large, leafy plant. The background shows a row of similar plants in a garden bed. The entire image has a blue overlay. The text "SEPTEMBER ALL HANDS MEETING" is written in large, white, bold, sans-serif capital letters across the center of the image. Below this, the text "Home Sown Gardens Training" is written in a smaller, white, sans-serif font.

# SEPTEMBER ALL HANDS MEETING

Home Sown Gardens Training

# Contents

- Birthdays!
- Service Project(s)
- Internal Ops
- Social Events!





HAPPY BIRTHDAY, ABBEY!





HAPPY BIRTHDAY, ANGIE!





HAPPY BIRTHDAY, SARA!





HAPPY BIRTHDAY, PABLO!





HAPPY BIRTHDAY, MEREDITH!





# SERVICE PROJECT(S)







# CHRIST RECOVERY CENTER

---

Sept 22<sup>nd</sup>



# TREE TRUST

---

# Volunteer Time

If you are volunteering, decide how you want your schedule for that week to look.

**I want to get my usual scheduled hours with vacation time to cover the volunteer project.**

**I want to get my usual scheduled hours in addition to the volunteer project.**

Send an email to [info@hsg](mailto:info@hsg)

**I want to work fewer scheduled hours the week of the volunteer project.**



# INTERNAL OPS

---

Copyright Home Sown Gardens LLC 2020



September 2023



# Schedule Shift Availability

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- There are shifts available for crew and leads
- Overtime is available
  - Talk to Elisa for approval





# Clocking Time

- Everyone is doing a good job clocking times and alerting Beth when there are issues
- If you forgot to clock out but remember at some random time, go ahead and clock out in Paychex then and send your email to Beth. Sometimes Paychex has been giving folks trouble the next day when they attempt to clock in.
- Yay computers!

# Black Out Dates

- They're coming!
  - Nov 1<sup>st</sup>
- Nov 1 – Dec 3
- Thanksgiving Vacation
  - Holiday pay on Thursday, 11/23
  - Unpaid on Friday & Saturday, 11/24 & 25
  - Office is closed all three days

## November

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2



# Questions

- Remind me: What is the 1hr of unpaid time as a placeholder for?
  - In the case that you want to specify a day of the week to have “off” while still maintaining your scheduled hours for that week, submit a request for 1 hour of unpaid time off for that date.
  - In case you want to take vacation time, submit for 10 hours of paid time off.





# SOCIAL EVENTS

---

Copyright Home Sown Gardens LLC 2020





# Upcoming Events

- Happy Hour and Plant Swap
  - Thursday, Sept 14<sup>th</sup>
  - In 1010, around 4:30ish
- Kickball Tournament
  - Sunday, October 10<sup>th</sup>
- Outdoor Movie at Ann's!
  - October sometime

