
Wicked Tulips Flower Farm

— 2024 Zoom Orientation —
March 25, 2024

Welcome

Keriann and Jeroen Koeman, Wicked Tulips Owners

- Brief history of Wicked Tulips
- Introduction of Managers - Leah and Inga
- Introduction of Assistant Managers - Nancy, Martha, Danette, Kathy, Liz, Janet, Cyndi, Dawn, Julia, Martha D., Kelly and Amanda

Mission Statement

Bring joy to our communities.

Provide a unique experience.

**Wow people with the extraordinary beauty of
flowers.**

Staff Portal

Password: tulips2024

- Employee Handbook - review roles, policies and expectations
 - Acknowledgment page needs to be signed and turned in.
- Training information- video and Standard Operating Procedures (SOPs)
- Payroll forms
- Paid Wrapping Donation Nominations - only team is nominating
- Tulips of Love and Hope - team and the public nominate
- Professional Photo Perk
- Important Dates

In Person Orientation

EXETER: Saturday, March 30 at 10:00 am

PRESTON: Saturday, April 13 at 10:00 am

**There will not be a session in Johnston. Please plan to come to one of the other sessions.*

- We will hand out your employee t-shirt and your name tag.
- We'll be taking pictures so we can "put a name with the face."
- You can pick up your sweatshirt if you ordered one. Hoodie \$20, \$22 (for 2XL, 3XL), Zip up \$29, \$31 (for 2XL and 3XL), Extra work t-shirt \$10 **Cash only**
- Bring your I-9 documentation for verification.
- Bring a signed copy of the last page of the Handbook. It can be found in the Staff Portal.
Password: tulips2024
- *Note: If we have weather issues and need to cancel/reschedule, we will send an email and also put an announcement on Home Base.*

Day 1

- What to wear
- Employee Parking
- Plan to arrive 15 minutes before your shift starts
- Morning shift: 9:30am - 2:30pm
 - Clean station from 2:15-2:30 pm
- Afternoon shift: 2:15pm - 7:30pm
 - Clean station at end of shift
- Check-in at the front entrance hut everyday so we know you've arrived.
- If you miss the In Person Orientation or didn't fill out the forms on Home Base:
 - Bring completed forms: W-4, I9 & required ID for verification. RI or CT State Withholding form, Direct Deposit form
 - All forms are on our Staff portal @wickedtulips.com, Password: tulips2024
- Bring: lunch, snack, water, hat, warm clothes, sunscreen (no potable water on site)
- 15 minute paid break for each shift. There is a staff area for breaks

Perks

- 10 Tulips
- 2 free entrance tickets (for the season, not per farm) - tulips not included
- Wicked Tulips t-shirt
- Employee bulb discount - 50% on purchases made at the event, not online
- Merchandise discount at the end of each event - 10%
- Discounted professional photo fees from Jonathan Packer Photography
- Volunteers: 40+ hours = monetary donation to the charity of your choice
- End of Season Party - Saturday, June 1 or Sunday, June 2 (rain date) - Johnston Farm
- Nominate peers for outstanding service - this is done through “Shout-outs” on Home Base and we will be giving some prizes at the End of Season party

Schedule

- Importance of the schedule
- Farms are noted by the number after your job assignment.
 - Exeter = 1, Preston = 2 and Johnston = 3
 - For example: Cashier 1 is in Exeter, Cashier 2 is in Preston, and Cashier 3 is in Johnston
- Home Base messaging - used to find coverage.
 - Don't request Nancy to take the shift. Once someone accepts your shift change- Nancy will automatically be notified and approve it.
- Do not change your name or availability in Home Base. Notify Nancy.
- Schedules for Preston and Johnston will be set once they are released. Any changes need to be emailed to Nancy before March 30.
- If we are not sold to full capacity, we may need to reduce staff. We will notify you 48 hours in advance.
- Any scheduling issues go through, Nancy nancy@wickedtulips.com . Once we are open, text only for last minute issues at (401) 419-6117.

Tracking Hours

- Paid Employees
 - All time tracking is done in the Home Base app
 - Click the clock in the top right corner of the app
 - Be sure to pick which farm you are working at. It will be at the top of the Clock in/ clock out screen. Make sure you are clocking in and out at the same farm!
- Volunteers
 - Use the binder in the Entrance Hut to track your hours.
- If you forget to clock in/clock out and need any edits to your timesheet, text/email Inga with the necessary information.
- Payroll will be processed at the end of each farm event. It may take a week or two depending on where we are in our pay cycle with ADP.
- Any payroll questions, contact Inga by email at inga@wickedtulips.com or text at 401-368-5637

Contact Information

Leah - <i>Manager</i>	(401) 573-0269	<i>leah@wickedtulips.com</i>
Inga - <i>Manager - Payroll/Time app</i>	(401) 368-5637	<i>inga@wickedtulips.com</i>
Nancy - <i>Assistant Manager - Scheduling</i>	(401) 419-6117	<i>nancy@wickedtulips.com</i>

Question & Answer