

# Landscaping Business Employee Handbook Template

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## Introduction

Welcome to [Company Name]!

We're excited to have you join our team of dedicated landscaping professionals. This employee handbook is designed to provide you with important information about our company policies, procedures, and expectations.

We believe that by working together and adhering to these guidelines, we can create a safe, productive, and enjoyable work environment for everyone.

## Purpose of the handbook

This handbook serves as a guide to help you understand our company policies and procedures. It is not an employment contract and does not create any contractual rights.

The policies described here are subject to change at the discretion of [Company Name]. We expect all employees to familiarize themselves with this handbook and refer to it throughout their employment with us.



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## About us

[Company Name] was founded in [year] to provide top-quality landscaping services to our community. Our mission is to enhance the beauty and health of our clients' outdoor spaces while maintaining the highest standards of professionalism, safety, and environmental responsibility.

## Our core values

### Quality

We are committed to doing everything correctly, using the best possible method, the first time. We use the best materials, hire the best people, and continually strive to improve. We are dedicated to providing continuing education for all team members.

### Leadership

We strive to be industry leaders and work within our community to be good environmental stewards. We act with integrity and professionalism in everything we do.

### Teamwork

We maintain communication within the organization, which creates a team atmosphere. We can only achieve our goals by working with clients, vendors, team members, and the community.

### Service

Providing quality service is the backbone of our organization. We want to be there anytime we are needed.

[Company Name] uses these core values as the premise for our daily lives and business model, and we hope that you will join us in promoting these values.



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## **Employment policies**

### **Equal opportunity employment**

[Company Name] is an equal-opportunity employer. We are committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability, or genetic information.

### **At-will employment**

Employment with [Company Name] is voluntary and 'at-will.' This means you or the company may terminate the employment relationship at any time, with or without cause or advance notice.

### **Harassment**

[Company Name] is committed to maintaining a working environment free of harassment and intimidation. Racial and ethnic slurs, unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature are considered to be in conflict with company policy.

Violations of this policy on the part of any employee may be cause for termination of employment. If you feel you have been a victim of harassment, immediately report any such activity to a supervisor or owner.

### **Work schedules**

You were hired to perform an important function at [Company Name]. As with any group effort, operating effectively requires cooperation and commitment from everyone. Therefore, your attendance and punctuality are very important.



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Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge. You will need to be at [address], dressed appropriately and ready to work, by your scheduled start time if you want a ride to the job site.

The official workday start time is [time] for non-exempt employees unless you are informed of another start time due to work-related or weather issues. All employees are to show up regardless of the weather unless a foreman calls you in advance.

Your workday ends when you return to the shop from the last job site where your foreman has you scheduled.

## **Hiring process**

Our hiring process typically involves:

1. Application submission
2. Initial screening
3. Interview(s)
4. Reference checks
5. Job offer
6. Background check and drug screening

## **Employee classification**

- Full-time: Employees who regularly work 40 hours or more per week.
- Part-time: Employees who regularly work less than 40 hours per week.
- Seasonal: Employees hired for a specific period, typically during peak landscaping seasons.



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## **Probationary period**

All new employees are subject to a [duration] probationary period. During this time, your performance will be closely evaluated to determine your suitability for the position. The company reserves the right to extend the probationary period if deemed necessary.



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## **Code of conduct and workplace expectations**

### **Professional behavior expectations**

We expect all employees to be professional while representing [Company Name].

This includes:

- Treating colleagues, clients, and the public with respect and courtesy.
- Following instructions and completing assigned tasks efficiently.
- Communicating effectively with supervisors and team members.
- Maintaining a positive attitude.

### **Dress code and personal protective equipment (PPE)**

Employees are required to wear company-provided uniforms during work hours.

Also, proper PPE must always be worn when performing job duties. This includes, but is not limited to:

- Safety glasses
- Work gloves
- Steel-toed boots
- Hearing protection (when operating loud equipment)
- High-visibility vests (when working near roads)

### **Attendance and punctuality**

Reliable attendance and punctuality are essential. If you will be late or absent, you must notify your supervisor as soon as possible, preferably at least two hours before your scheduled start time. Employees who are gone for more than two days without excuse or notice will be placed on an employment hold.



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## **Drug and alcohol policy**

[Company Name] maintains a drug-free workplace. The use, possession, or distribution of illegal drugs or alcohol on company premises or while conducting company business is strictly prohibited. Employees may be subject to drug testing as permitted by law, including post-accident and random testing.

## **Tobacco and nicotine policy**

Smoking and vaping are prohibited in all company vehicles and on client properties. Designated smoking/vaping areas may be available at the company office or off-site during a scheduled break. This includes, but is not limited to, the use of tobacco and/or nicotine products, smokeless tobacco, cigarettes, e-cigarettes, vaping, vape pens, etc.

## **Harassment and discrimination prevention**

[Company Name] is committed to providing a work environment free from harassment and discrimination. Any form of harassment or discrimination based on race, color, religion, sex, national origin, age, disability, or genetic information is strictly prohibited. Employees who experience or witness such behavior should report it immediately to their supervisor or HR representative.



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## **Work hours and schedule**

### **Standard work hours**

Standard work hours are from [time] to [time], Monday through Friday. Schedules may vary based on client needs and seasonal demands.

### **Breaks and meal periods**

Employees are entitled to a 30-minute unpaid meal break for shifts longer than six hours, and two 15-minute paid rest breaks for shifts of eight hours or more.

### **Overtime procedures**

All overtime must be approved in advance by a supervisor. Employees are expected to complete their work within regular hours unless overtime is explicitly authorized.

### **On-call expectations**

Some positions may require on-call availability. On-call schedules will be communicated in advance, and compensation will be provided in accordance with applicable laws.



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## **Compensation and benefits**

### **Pay period and hourly sheet**

The pay period is from [day] to [day], every two weeks. Paychecks will be dispersed the following [day] between [time] and [time] at the office. However, it is [Company Name]'s prerogative to change the pay date at any point. Appropriate time and notice will be given.

You must check in and check out each working day with your foreman, who will keep and complete a time sheet with your hours. Vacation days, sick days, holidays, and absences such as jury duty, funeral leave, or military training should be expressly noted on the time sheets for the days they occur.

### **Overtime policy**

Non-exempt employees who work more than 40 hours in a workweek will be paid overtime at a rate of 1.5 times their regular hourly rate. All overtime must be approved in advance by a supervisor.

### **Benefits overview**

[Company Name] offers the following benefits to eligible employees: [health insurance, dental insurance, vision insurance, 401(k) retirement plan, and paid time off]. Please refer to the separate benefits guide for detailed information on eligibility and enrollment.



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## Time off and leave policies

- Paid time off (PTO): Full-time employees accrue PTO at a rate of [X] days per year.
- Sick leave: [Details of sick leave policy].
- Bereavement leave: up to [X] days for immediate family members.
- Jury duty: [Company policy on jury duty].
- Family and medical leave: in accordance with the Family and Medical Leave Act.

## Workers' compensation

Employees are covered by workers' compensation insurance for job-related injuries or occupational illnesses (e.g., asthma due to fumes, skin conditions due to work-related irritants, etc.). All incidents must be reported immediately to your supervisor.



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## Health and safety guidelines

### General safety guidelines

- Always wear appropriate PPE.
- Follow proper lifting techniques.
- Stay hydrated and take regular breaks in hot weather.
- Be aware of your surroundings and potential hazards.

### Equipment operation safety

- Only operate equipment you have been trained and authorized to use.
- Inspect equipment before use.
- Report any equipment malfunctions or damage immediately.
- Never remove or disable safety guards on equipment.

### Chemical handling and storage

- Follow all safety procedures when handling chemicals.
- Wear appropriate PPE when mixing or applying chemicals.
- Store chemicals in designated areas away from food, water sources, and high-traffic areas.
- Maintain up-to-date Safety Data Sheets for all chemicals used.

### Inclement weather procedures

- In case of severe weather, follow instructions from your supervisor.
- Do not work outdoors during thunderstorms or other dangerous weather conditions.
- Be prepared to reschedule work as needed due to weather.



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## Accident reporting and investigation

- Report all accidents, injuries, or near-misses to your supervisor immediately.
- Cooperate fully in any accident investigations.
- Follow all medical treatment and return-to-work instructions.



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## Disciplinary actions and conflict resolution

### Progressive discipline policy

- [Company Name] follows a progressive discipline policy, which typically includes:
- Verbal warning
- Written warning
- Final written warning
- Suspension
- Termination

### Grounds for immediate termination

Some actions may result in immediate termination, including but not limited to:

- Theft or dishonesty
- Violence or threats of violence
- Gross negligence resulting in serious injury or property damage
- Willful destruction of company property
- Working under the influence of drugs or alcohol

