



**HONE**  
Landscape & Excavation

# EMPLOYEE HANDBOOK

Welcome to our company. Our desire is to provide to you with an enjoyable work environment and to be proud to have you as an employee.

This handbook is provided to ensure that you have the information about Hone Landscape and Excavation, LLC policies and procedures. Naturally, this handbook cannot contain all of the details of company policies and procedures on every subject, but we hope that it will touch on most of the major topics.

Please read through the material and keep it handy to use as a reference. If you have any questions, please do not hesitate to ask your supervisor. Your supervisor will have the answers or will know how to get them for you.

Good luck for success and satisfaction in your new job.

Sincerely,  
Hone Landscape and Excavation, LLC  
Jason Hone  
General Manager/Owner

**First and foremost we at Hone Landscape and Excavation, LLC pride ourselves on:**

*“Uncompromised Customer Satisfaction. To acquire, execute, and complete our work in the upmost professional manner. We do this through attentiveness to customer wants, quality communication and quality of work. To be highly efficient with our work and highly effective with people.”*

**Hone Landscape and Excavation, LLC**

Hone Landscape and Excavation was founded by Jason Hone in 2005 forming an LLC in 2011. Jason started his landscape career as a kid mowing lawns in the neighborhood. His passion for landscape construction and customer service has continued and grown, forming a high quality service oriented company.

## **I Company Policies**

### **Equal Employment Opportunity**

It is our policy and intent of our company to provide equal opportunity to all qualified persons. This policy prohibits discrimination.

The company's policy applies to all phases of the personnel process, including recruitment, hiring, placement, training, promotion, benefits, compensation, company sponsored social activity and all other terms and conditions of employment.

### **Harassment**

We are committed to maintaining a working environment free of harassment and intimidation. Racial epithets, ethnic slurs, unwelcome sexual advances, request of sexual favors and other verbal or physical conduct of a sexual nature is considered to be in conflict with company's policy on Equal Employment Opportunity. 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 Human Resources.

### **Privacy/Personnel Record**

The company maintains a personnel record for every employee with established guidelines concerning information in this file, what will be collected and maintained, and who may have access to it.

Our basic guidelines for an employee personnel file provide that the company will:

- Collect and maintain information about you only for employee relations or legal reasons.
- Limit internal access to those with legitimate reasons
- Provide you will the ability to review or make copies of your personnel file in the presence of the owner, supervisor, or Human Resources. If you disagree with any information in your record and the company does not change or remove it, you may submit your comments in a written statement to be inserted in your file.

### **Alcohol & Drugs**

Your reputation as well as the reputation of Hone Landscape and Excavation, LLC could be seriously damaged by your possession of illegal drugs, being under the influence of alcohol, illegal drugs, or prescription drugs while on duty.

Let it be clearly understood that our company policy strictly prohibits the possession and/or use of illegal drugs, the illegal use of prescription drugs or alcohol on company premises, personal vehicles while on company parking lots, company vehicles and/or equipment and/or job sites. Also, reporting to work under the influence of illegal drugs, the illegal use of prescription drugs including alcohol is strictly prohibited.

We reserve the right to conduct a random unannounced Drug and Alcohol Test on any employee. Employees with a Commercial Driver's License are required to take a Drug and Alcohol Test periodically and in accordance with applicable federal and state law requirements.

## **II Employee Development**

### **Classification of Employees**

#### **Introductory:**

An employee appointed to a regular position by the company shall be considered introductory for a period of three (3) months.

#### **Regular Full-Time:**

An employee who has successfully completed the introductory period shall be considered regular. Regular employees are full-time if they are regularly scheduled to work at least 40 hours per week with the intent to work on a year round basis.

#### **Regular Part-Time:**

After completing the introductory period, an employee will be described as part-time if employed to perform work which can be accomplished on less than a full-time weekly schedule.

### **Employee Training**

#### **Basic Training**

We believe it is to our mutual benefit to provide the very finest job preparation. The training will be on-the-job under the supervision of an experienced person. You will acquire the skills and knowledge to use tools and equipment that are essential to the position to which you were hired. The training process will be on going and will enable you to learn the operation of more advanced equipment and new techniques in the field.

#### **Advanced Training**

In some cases, additional outside workshops, seminars and clinics will be necessary to attend. These sessions will sharpen your skills, update your knowledge and provide a deeper understanding of your job and the landscaping industry in general.

#### **Performance Review**

The ability to do your job well is critical. Hone Landscape and Excavation, LLC philosophy is one of continuous quality improvement in the work that we do, services we provide and professional working relationships that we maintain. Towards that end, you should continuously evaluate your performance as your supervisor will do the same. If you ever have questions about your performance or opportunities for improvement or professional growth, talk to your supervisor.

We may conduct formal performance reviews on a periodic basis. New employees will be given an oral evaluation at the end of the introductory period. A performance review may also be conducted in the event of a promotion or change in duties and responsibilities. Should any employee's performance indicate a need for improvement, a follow-up review will occur after a period of time to allow for that improvement. When a written appraisal has been prepared, you will be allowed to review it and add any comments you wish. It is your responsibility to take advantage of this process and to develop the skills necessary to perform your job satisfactorily.

### **III Compensation**

While job satisfaction is made up of many factors in addition to the amount of your paycheck, salary is important. Our salary policy is designed to reward good performance and to compensate employees on a fair and equitable basis.

#### **Salary Structure**

Our salary structures are established according to the marketplace through our participation in salary surveys. By using these survey results, we are able to monitor the relative value of a wide variety of positions.

#### **Your Paycheck**

You will receive your paycheck every other week on Wednesday. There are twenty-six pay periods per year. The pay period starts on a Monday and ends on a Sunday.

#### **Deductions**

There are payroll deductions. The company is required to make a deduction from each paycheck for your contribution to federal, state and local governments. Another deduction is for your Social Security.

#### **Time and a Half for Over-time**

Time and a half will be paid to hourly employees for over forty (40) hours per pay week of actual time worked (the 40 hours cannot include paid time off ).

### **IV Company Procedures**

#### **Safety**

Hone Landscape and Excavation, LLC is dedicated to the safety of its workers. The upmost care must be taken at all times to ensure that safe work practices are utilized. This means using all guards on equipment, wearing head and eye protection and leather top work boots, safe use of chemicals, no smoking near flammable materials and cautious and courteous driving.

All employees are encouraged to actively participate by notifying your supervisor of any needed safety improvements. All field workers are required to attend periodic safety meetings.

If any injury or accident occurs please follow the procedures outlined in the safety manual. Failure to report an injury or accident immediately is in direct violation of an important company procedure.

#### **Attendance**

In no area do we have more employees than our needs require. This means that when an employee is absent, it may cause a change in other employee's work schedules or cause jobs to go undone. Therefore, a conscientious effort should be made by all employees to be prompt and on the job when they are scheduled to work.

Employees are allowed up to 5 unpaid absentee days in a calendar year. Days missed in excess of this will be automatically applied against any vacation days accrued. Vacation days taken without prior notice will be recorded as such and may lead to disciplinary action up to and including termination.

Employees who are not eligible for paid time off or have used all of their allotted paid time off will be subject to disciplinary action up to and including termination after 5 occurrences of absenteeism.

## **IV Company Procedure (continued)**

### **Care of Equipment and Company Property**

It is the duty of all employees to take due care with regard to company equipment and property. Part of the pride you have in the company is shown in the manner you treat its property. Any breakage that occurs to any equipment should be reported to a supervisor immediately. This will eliminate unnecessary down time for that piece of equipment and allow for proper and timely completion of the job.

It is understandable that equipment will break under normal operating conditions, but carelessness and abuse in using the equipment will make that user responsible for repair or replacement of that equipment or property. The repair cost or replacement cost will be shown to the employee and the cost may be deducted from their check, in accordance with federal and state wage and hour laws. Willful or careless destruction and damage to company property will not be tolerated. Company vehicles and Company credit cards are to be used for Company Business ONLY. Company vehicles are to be used to and from work ONLY-Any other use is PROHIBITED. Only specified drivers may drive Company Vehicles.

### **Internet and Email Usage Policy**

Hone Landscape and Excavation's email and Internet system are intended to be used for business purposes only. Use for informal or personal purposes is not prohibited. As a condition of initial and continued employment, all employees acknowledge Hone Landscape and Excavation's right to monitor, review and/or disclose email message and Internet records, when appropriate, without notification to or permission from the employee sending or receiving the messages. Employees should always ensure that the business information contained in email/Internet messages is accurate, appropriate and lawful. Specifically, usage related to pornography and racially derogatory, discriminating, threatening or abusive communication is prohibited. Abuse of the email or Internet systems, through excessive personal use, or use in violation of the law will result in disciplinary action, up to and including termination of employment.

### **Uniforms and Equipment**

Hone Landscape and Excavation, LLC will provide company shirts, sweatshirts and sometimes jackets. Company clothing and safety gear is to be worn on jobsites.

Other parts of the necessary uniforms that must be worn daily and provided by the employee are as follows: Leather Top Work Boots, Work Pants and Gloves (as needed)

### **Conduct**

As an employee of Hone Landscape and Excavation, LLC you are required to abide by certain standards of conduct. The following list is not all-inclusive and represents just some examples of unacceptable employee conduct:

- Not following instructions of supervisor
- Improper or inadequately performing duties
- Leaving work without permission
- Negligence
- Falsification of company records
- Theft or attempted theft

If you have any questions concerning the standards of conduct, it is your responsibility to ask your supervisor.

### **Correct Address and Home Telephone Number**

It is imperative that we have your correct address and home telephone number. Notify Human Resources and the Payroll Manager of any changes.

### **Criticisms and Grievances**

We welcome constructive criticism on the part of every member of our company. Airing a grievance with a fellow worker often enhances the problem, whereas a discussion of the same problem with your supervisor may bring about a speedy and satisfactory solution. We expect your cooperation in this matter. No employee may be subject to retaliation or reprisal for airing a criticism or grievance with his/her supervisor.

## **V Employee Benefits**

### **Vacation Policy**

All regular full-time employees are entitled to paid vacation as per the following schedule of service:

Completion of:

1-4 years	one week (5 work days)
5-10 years	two weeks (10 work days)
11 years +	three weeks (15 work days)

\*\*All hourly field employees are eligible for paid vacation after one year of service.

\*\*\* All Salaried employees are subject to the terms agreed upon in the employment agreement.

Vacation time is based upon a calendar year. Unused vacation time cannot be carried over into the next calendar year. Hone Landscape and Excavation, LLC will payout any unused vacation time at the end of the calendar year to current employees.

Vacation requests should be submitted to your supervisor at least thirty (30) days prior to dates of vacation approval. Part time employees are not entitled to paid vacations. Due to the seasonal nature of this business, vacation time between the months of March and June, and September through November cannot be guaranteed. Please try to schedule them at other times of the year.

### **Group Insurance**

Health insurance is available to regular full time employees on the first of the month after sixty (60) days of employment. The term and conditions of the health plan are set by the insurance carrier and not by Hone Landscape and Excavation, LLC. Certain health requirements may be necessary to be eligible for this program. For more information on this program, ask Human Resources.

### **Other Benefits**

The company pays substantial Social Security tax which when added to a like amount paid by the employee, is designed to provide Social Security retirement benefits. The company also pays Workman's Compensation insurance. This is designed to provide benefits to you when you are ill or injured as a result of a work-related incident resulting from a covered disability during employment time.

## **VI Resignation / Termination**

### **Resignation**

Employees who wish to resign should be aware that there is a proper procedure. For hourly employees, a two (2) week notice is required. For Supervisory / Management position, a thirty (30) day notice is required. Following this procedure can be advantageous if you wish a reference completed that does not reflect a Quit Without Notice statement.

### **Involuntary Termination**

Since you are employed at the will of both yourself and the company, the employment is terminable at any time with or without cause or notice at the option of either the employee or the company. Even though this is true, the company has a human resource investment in trained employees. It is to our benefit to provide an opportunity to correct behavior for individual's whose performance is unsatisfactory. The following are steps that we may take to provide that opportunity for correction. These steps, however, in no way alter, amend or modify the at-will nature of your employment relationship. We reserve the exclusive right to terminate an employee at any time, to duplicate or skip any of the steps listed below.

Except in cases of discharge for cause, you may be first warned verbally that your performance or conduct is unsatisfactory. If the unsatisfactory performance continues, a written warning may be issued restating what was discussed in the verbal warning and informing you that if the problem continues, depending on the seriousness of the offense, either suspension or termination will follow. Also, you may be shown specific problem areas and given suggestions on how to perform the job satisfactorily. If your performance remains poor or you are suspended, the length of the suspension will be determined according to the offense.

Upon return to work after suspension and your performance is still unacceptable, termination will likely result. Although dismissal action is instituted by your immediate supervisor, the approval of upper management is required for actual dismissal.

**EMPLOYEE ACKNOWLEDGEMENT FORM**

I acknowledge that I have read and understand Hone Landscape and Excavation’s Employee Handbook. I agree that I will abide by Hone Landscape and Excavation’s policies.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date