

**Y&L
Landscaping
Inc.**

**EMPLOYEE
HANDBOOK
Labor**

LAST UPDATED June 12, 2019

Welcome to our company. We want you to enjoy working here and we want to be proud of you as an employee. This handbook has information to assist you in becoming more familiar with the policies and procedures of Y&L Landscaping, Inc. Naturally, this handbook cannot contain all of the details of company policies and procedures on every subject mentioned, but we hope that it will touch on most of the major topics of interest to you.

I trust you will take the time to 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. I wish you good luck for success and satisfaction in your new job.

Sincerely,

Joe Kushner
Y&L Landscaping, Inc.
President

Y&L Landscaping, Inc. was founded by Joe Kushner, who started the business by maintaining neighborhood landscape plants and lawns. In 2000, this business began expanding into landscape installation, and in 2001 it was incorporated under the name of Y&L Landscaping, Inc.

Y&L Landscaping, Inc. is currently engaged in all segments of the landscape industry including landscape installation, landscape design, landscape construction, erosion control, seeding, sodding, hydro seeding and grounds maintenance.

We at Y&L Landscaping, Inc. pride ourselves on our quality and experienced professional work, as stated in our mission statement:

“Growing relationships throughout the seasons.”

“Being attentive to the needs of all those whom we come in contact by providing timely, personal, and tailored solutions.”

The Y&L commitment to quality:

- We will deliver our services on-time and on-budget.
- We employ dedicated technicians
- We keep close communication with our customers
- We are committed to excellence and dedicated to our customers’ long-term satisfaction.

I. Company Policies

A. 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.

B. 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.

C. Privacy/Personnel Records

The company maintains personnel records about every employee. We have established guidelines about information in this file concerning the types of employee information that will be collected and maintained and who may have access to it.

Our basic guidelines concerning your 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 reason to know.
- Provide you with the opportunity to review or make copies of your personnel file in the presence of the president, your 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.
- The personnel records are routinely checked in order to verify dates of employment or current last position. Medical, counseling, insurance, security and other investigative records or related personal information are also treated confidentially and generally not disclosed except where required by law or when legally permitted.

D. Alcohol & Drugs

Your reputation and health as well as the reputation of Y&L Landscaping, Inc. could be seriously damaged by your possession of illegal drugs, being under the influence of alcohol or illegal drugs, and using illegal 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. 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 random unannounced drug and alcohol tests 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*

A. Introductory

An employee appointed to a regular position by the company shall be considered introductory for a period of three (3) weeks. During the introductory period, an employee may be terminated from employment at anytime without the right of an appeal.

B. 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.

C. Seasonal

An employee who works during peak periods only (i.e. summer season) will be considered seasonal. Although subject to the introductory period, once this is completed, the seasonal worker will not have to re-complete that period if they stop working and return later for another reason.

D. Basic Training

At Y&L Landscaping, Inc. 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.

E. 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.

F. Performance Review

The ability to do your job well is critical. Y&L Landscaping's 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 manager or department head will do the same. If you ever have questions about your performance or opportunities for improvement or professional growth, talk to your manager or department head.

We conduct formal performance reviews several times a year. Generally, these reviews will take place quarterly, and on or about the employee's anniversary date. New employees will be given an evaluation at the end of the introductory period, quarterly, and at the employee's anniversary date. 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.

** All employee development policies are subject to change without notice.*

III. Compensation

A. Salary Structure

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

B. Your Paycheck

You will receive your paycheck every week on Friday. There are fifty-two pay periods per year. The pay period starts on a Sunday and ends on a Saturday. You will be eligible for Direct Deposit once you have been working for (6) consecutive weeks. At that point you can request a Direct Deposit form from the office manager.

C. Salary Actions

The most common salary actions result from the following:

Merit Review: This program is designed to recognize and reward individual performance. The amount of merit increase, if any, follows internal guidelines used by a supervisor or the Operations Manager. These guidelines indicate the percent of merit increase that you are eligible for based on your performance rating.

Promotional Increases: Promotional increases, if applicable, may occur throughout the year and are directly linked to changes in job responsibilities.

Decreases: While infrequent, salary decreases can happen. Usually this will occur when your job duties and responsibilities are reduced.

D. Deductions

There are payroll deductions that Y&L Landscaping, Inc. is required to make from each paycheck for your contribution to federal, state, local governments, child support (when applicable), and for your Social Security. For participating employees, you can authorize additional deductions for insurance premiums and other programs.

E. 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 and/or holiday pay).

IV. Company Procedures

A. Safety

Y&L Landscaping, Inc. is dedicated to the safety of its workers. The utmost 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.

With assistance from the field, we can utilize our resources to identify and control work related hazards. All employees are encouraged to actively participate by notifying your supervisor or manager of any needed safety improvements. All field workers are required to attend weekly safety meetings and to complete the safety sheet for attendance.

If any injury or accident occurs, these procedures should be followed:

- Report all accidents to your supervisor immediately, regardless of the nature or severity; seek medical assistance if the situation warrants. Failure to receive treatment may result in serious complications and may jeopardize your eligibility for medical benefits under our workers' compensation policy;
- An Employer's Accident/Injury Report on all employee accidents must be completed within 24 hours of the accident/injury and turned into the Human Resource Department.
- Failure to report an injury or accident immediately is in direct violation of an important company procedure.

B. 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.

If you are going to be late or absent from work, notice of at least (1) day is required or notice as soon as practical. Unreported absences or tardiness' are considered unacceptable conduct on your part and will lead to disciplinary action. A reasonable absence or tardiness will be acceptable if prior notification is given and approval is given. For sick days, a physician's statement will be required to verify the illness. Any time missed due to illness, absence or tardiness will not be compensated for.

Rules for salaried employees are subject to the terms agreed upon in the employment agreement.

C. 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.

Y&L Landscaping, Inc. vehicles and company credit cards are to be used for company business ONLY. Y&L Landscaping, Inc. vehicles are to be used to and from work ONLY-Any other use is PROHIBITED. Only specified drivers may drive company vehicles.

Company cell phones are to be used by employees only for Y&L Landscaping, Inc. business only.

D. Uniforms and Equipment

You will be given the following garments as part of your uniform.

- 5 Shirts
- 1 Hat (Baseball Type)
- 1 Hooded Sweat Shirt
- 1 Knife and Sheath
- 1 Pruner and Sheath

In the case of an employee no longer working with Y&L Landscaping they are responsible for returning all garments. If the items are not returned the cost of all missing items will be deducted from the employee's last pay check. The care and maintenance of the uniforms are your responsibility.

Other parts of the necessary uniforms that must be worn daily and provided by the employee are as follows:

- Leather Top Work Boots
- Khaki Work Pants
- Winter Snow Boots (when applicable)
- Rain Gear* (when applicable)

*Rain Gear- must be of high grade quality. A hooded jacket and bib type pants with suspenders. No ponchos will be allowed. You may contact your supervisor in order to have them explain how they are available through Y&L Landscaping, Inc.

Note: Field Staff- There is to be NO facial or ear piercings worn during work hours. This is a safety hazard that could cause injury.

Our public image is very important, so it is mandatory that you be in uniform when you are at work. Wearing an incomplete uniform or not meeting appearance standards is unacceptable.

E. Conduct

As an employee of Y&L Landscaping, Inc. you are required to abide by certain Standards of Conduct. These were listed on the Standards of Conduct form that was signed by you with your application. Along with the others already listed, 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.

F. Cell Phones

Personal cell phones are prohibited from use except during your lunch break.

Y&L Landscaping, Inc. may, in its sole discretion, issue cell phones to certain employees. It is our expectation that cell phone use be conducted in the same manner as the use of any other company property or equipment. Cell phones should be used with care and use should be limited to business purposes. Y&L Landscaping, Inc. will review telephone records for any inappropriate or personal use of a company cell phone.

Y&L Landscaping, Inc. strongly discourages employees from using cellular phones while driving a vehicle during business. Any injuries, accidents, traffic violations or any other result of an employee's use or misuse of a cell phone will be at the employee's expense.

G. Transportation

It is the responsibility of each employee to provide transportation to and from work. This was a precondition of your employment and there are no exceptions.

H. 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.

I. 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.

J. Creditors

Creditors are prohibited from contacting an employee at the work location during regularly scheduled hours. You should make every effort to meet your financial obligations.

K. Solicitation & Distribution

Employees are prohibited from soliciting in working and non-working areas on their working time but may solicit in non-working areas on their non-working time. Working time does not include break periods, meal times or other periods when you are not engaged in performing your work tasks. Employees are prohibited from distributing literature of any type in all areas at all times except non-working areas during non-working time.

Non-employees are prohibited from soliciting or distributing literature anywhere on the company premises or worksite, at all times. Solicitations of funds in any manner or for any purpose shall not be permitted by any employee on the job unless approval of the President or his designee has been secured.

L. Lunch Time Regulation

Lunch is not to be eaten inside company vehicles with the following exceptions as may be determined by the crew supervisor:

- While traveling (not driving)
- Raining
- Cold weather

All members of the crew are to have lunch as a group in the same area. Do not leave the job site without supervisor's approval. Vehicles must be kept clean and free of any trash, garbage, or other debris.

Note: Field Staff- lunch is to be brought to work each day as we do not go out for lunch.

V. Employee Benefits

A. Personal Days

Personal leave may be used for the following:

- Medical and dental appointments for yourself or family members;
- Your personal illness, or that of a member of your family; or
- Personal business that cannot be tended to outside of work hours, e.g., a house closing.

You are not required to give any specific reason for using your personal/sick time. However, when you do take personal/sick time you should give your immediate supervisor as much advance notice as possible.

B. Maryland Healthy Working Families Act

Pursuant to Maryland law, employees are entitled to earn sick and safe leave at the rate of 1 hour for every 30 hours that an employee works up to a maximum of 40 hours per year. The year commences on January 1 and ends on December 31. An employee accrues earned sick and safe leave at a rate of at least one hour for every 30 hours the employee works, however, an employee is not entitled to earn more than 40 hours of sick and safe leave in a year.

An employee is not entitled to earn sick and safe leave during:

- (1) a two-week pay period in which the employee worked fewer than 24 hours total;
- (2) a one-week pay period if the employee worked fewer than a combined total of 24 hours in the current and preceding pay period; or
- (3) a pay period in which the employee is paid twice per month and the employee worked fewer than 26 hours in the pay period.

An employee who is exempt from the overtime provisions of the Fair Labor Standards Act is assumed to work 40 hours per week.

An employee may carry over any earned but unused sick and safe leave up to 40 hours, but an employee may not accrue more than 64 hours of sick and safe leave at any time.

Employees will not be paid for any unused sick and safe leave upon termination of employment.

If an employee leaves employment and is rehired within 37 weeks of leaving, any earned and unused sick leave that the employee had at the time of separation will be reinstated.

Employees are not permitted to use leave during the first 106 calendar days of their employment. An employee is allowed to use earned sick and safe leave under the following conditions:

- To care for or treat the employee's mental or physical illness, injury or condition;
- To obtain preventative medical care for the employee or the employee's family member;
- To care for a family member with a mental or physical illness, injury or condition;
- For maternity or paternity leave; or

- The absence from work is necessary due to domestic violence, sexual assault or stalking committed against the employee or the employee's family member and the leave is being used: (1) to obtain medical or mental health attention; (2) to obtain services from a victim services organization; (3) for legal services or proceedings; or (4) because the employee has temporarily relocated as a result of the domestic violence, sexual assault or stalking.

A family member includes a spouse, child, parent, grandparent, grandchild, sibling, or legal guardian. For a complete list of family members included under the law, please see §3-1301(G) of the Labor and Employment Article of the Maryland Annotated Code.

If the need to use sick and safe leave is foreseeable (for example a scheduled doctor's appointment), the employee must provide notice 7 days prior to leave use. Notice must be made to the HR department. If the need to use leave is not foreseeable, the employee must provide notice as soon as practicable.

A request for earned sick and safe leave may be denied if the employee fails to provide the required notice and the employee's absence will cause disruption to the employer. Employees may only use earned sick and safe leave for one of the listed authorized reasons. Employees using earned sick and safe leave for unauthorized purposes or who have demonstrated a pattern of abusing sick and safe leave may be denied the right to use sick and safe leave in the future.

If an employee uses sick and safe leave for more than two consecutive scheduled shifts, the employee must provide verification that the leave use was appropriate. As indicated above, employees may not use sick and safe leave for the first 106 days of their employment. Employees who wish to use leave between the 107th through the 120th calendar days after beginning employment must provide verification that the leave use was appropriate as agreed upon at the time of hire.

C. Company Socials

The company generally sponsors various social affairs during the year for employees. The dates will be announced as they occur.

D. 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.

E. Short -Term Disability

Short-term: A voluntary insurance paid by Employee to protect against loss of income due to a medical condition and/or injury away from work. See Human Resources for details

VI. Resignation/Termination

A. 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.

B. 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 anytime, 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 Y&L Landscaping's Employee Handbook. I agree that I will abide by Y&L Landscaping's policies.

Employee Signature

Employee Printed Name

Date