

Your Company's Name Here

EMPLOYEE HANDBOOK

Congratulations and welcome to [Your Company's Name Here].

ORGANIZATION DESCRIPTION

[Give a little background, what area you service and what services you offer]

NATURE OF EMPLOYMENT

All positions with [Your Company's Name Here] are presently [part-time and/or full-time].

UNIFORM & PERSONAL APPEARANCE

[put here what your company's uniform is – It could be a plain T-shirt, and jeans/casual pants. I suggest supplying an apron with pockets]

As an employee of [Your Company's Name Here], you must present a neat, clean, and professional appearance. Clothing should be clean, without holes, and wrinkle-free. Shoes should be comfortable, neat, and clean without holes. To prevent injury, shoes are mandatory, they must completely cover the foot. Sandals or flip-flops are not suitable footwear. Hair must be neat, clean, combed, and must not interfere with the safe operation of equipment/machinery. Hands and wrists must be free of jewellery (allowance of wedding rings, medical bracelets and watches) to avoid damaging soft materials.

TRAINING PERIOD

Immediately upon being hired, there will be a 14-day training period. During this time, you are evaluated on your ability to follow our rules and procedures, work well with others, be productive without supervision, and be professional while in the client's home.

During this training period, [Your Company's Name Here] reserves the right to dismiss an employee for not meeting the company's employment standards.

WORK SCHEDULES

Your work schedule changes weekly, depending on staff availability and the number of clients scheduled. You will have your schedule for the following week every Friday with the understanding there could be changes made during your work week. You are expected to be available Monday to Friday between the hours of 9 and 5. You may not work that many hours in a day but you will not work more than 8 hours.

You are paid for travel time between client's homes. Based on Google Maps and at minimum wage.

TIME OFF REQUESTS

Requests for time off will not be considered without a two-week notice. All time off is approved by management. All time off requests are approved case by case.

BREAKS AND LUNCH

You are legally given a half-hour unpaid break when you work over 5 hours. This will be incorporated into your daily client schedule, separate from your driving time.

SICK LEAVE – CALLING IN SICK

Sick leave is not paid by [Your Company's Name Here]. If you cannot make it to work due to your illness, you must immediately notify management. Any consecutive absence over three days must have a doctor's note.

We reserve the right to dismiss any employee if continued absences due to illness affect [Your Company's Name Here]. ability to operate.

CONDUCT AND WORK RULES

All employees must follow established rules, conduct themselves as professionals, and use good judgment. Should you disregard the company's policies and procedures, disciplinary action, or termination will be implemented as necessary.

ATTENDANCE AND PUNCTUALITY

You must show up to work at the prescribed time. The success of the business depends on your attendance and punctuality. Missed attendance or "late shows" will not be tolerated, and you will be terminated if either of these becomes a habit

CELL PHONES & TEXT MESSAGING

Cell phone use is designated for emergencies only. Random text messaging and phone calls are not condoned in client homes. Please leave your cell phones on vibrate when in a client's home. Failure to comply with this policy will result in disciplinary actions and possible dismissal.

SMOKING/VAPING

[Your Company's Name Here] has a No Smoking/No Vaping policy while working nor are you allowed to exit the client's home to smoke/vape and then re-enter. Failure to comply with this policy will result in disciplinary actions and possible dismissal.

PROGRESSIVE DISCIPLINE

Progressive discipline is a tool used to discourage and prevent unacceptable behaviour. In most cases and initially, you will be verbally warned with documentation of that warning placed in your file. After verbal warnings have failed, written warnings to be signed by you and management will be documented and maintained. Depending on the case and severity, a three-strike rule is normally applied to all employees. After the third warning for the same or similar offence, you may be terminated for cause. Note: Progressive discipline does not apply to illegal activity. You will be immediately dismissed and may be prosecuted for any illegal activities conducted at the workplace.

ILLEGAL ACTIVITY

1. DRUG AND ALCOHOL USE

No employee will report to work under the influence of any drug or alcohol. The appearance or smell of intoxicating or illegal substances will not be tolerated and are grounds for immediate termination.

2. HARASSMENT

Harassment of any sort will not be tolerated by any individual for any reason. Lewd remarks, offensive jokes, vulgar language, and sexual innuendos are not allowed in the workplace. Please report any signs of harassment to the management immediately. [Your Company's Name Here] has a zero-tolerance policy for any sexual harassment.

3. WORKPLACE VIOLENCE

To maintain a non-hostile work environment, staff must maintain a professional attitude. Workplace violence is not acceptable and will not be tolerated. [Your Company's Name Here] employees must always conduct themselves as professionals. Courtesy and respect for other people's feelings and beliefs are critical. Do not use derogatory or inflammatory comments, words, or phrases. Employees, spouses, friends, and relatives acting out, using threats, or behaving in a manner that creates violence within the workplace may be cause for dismissal. Should the potential for violence exist, you should remove yourself from the situation and notify the supervisory staff or management immediately.

PAYROLL

PAY PERIOD Every two weeks [explain what day, if you will be holding back a week, and how payment will be made]. Work week starts on a Monday and ends on Friday.

PAY ADVANCES

[Your Company's Name Here] **does not** provide advance pay.

ADMINISTRATIVE PAY CORRECTIONS

Please notify management immediately of any discrepancies in your pay. This includes personal information, withholdings, incorrect or overpayment of work hours, etc. If money is owed to you the corrective action will be made immediately. If money needs to be returned to the business (overpayment), it will be done on the next pay.

EQUIPMENT, SUPPLIES, AND BUILDING SECURITY

Each employee is responsible for the security of the building, equipment, and supplies. Do not leave equipment or supplies unattended and always secure them in the assigned storage location at the end of the day.

RESIGNATION

You should provide a 2-week notice before when resigning. This notice allows for an easier transition, the hiring and training of replacement employees, and a more favourable job recommendation.

RETURN OF PROPERTY

You must return any property belonging to [Your Company's Name Here] before you receive your final paycheck. The necessary funds will be deducted from your final paycheck unless returned. You will be notified of the charges before the actual deduction.