

THE COMPANY, INC.

EMPLOYEE HANDBOOK

April 2018

Please remove this section before distributing to employees- This handbook is provided to members of the National Association of Landscape Professionals as a model for companies of various sizes and complexity which are operating all over the United States. It was last revised on April 2, 2018. This model handbook provides a solid foundation and framework for you to customize. In this model, you will find some sections in gray highlighting that you will need to review or complete (such as the Company name on this page). One of the most important functions of a handbook is to establish the contact person(s) for certain types of employee complaints and requests. These fields are highlighted in gray with the most common contact person(s) identified by job title as a placeholder. This model handbook may not contain policies that may be recommended or required in certain jurisdictions or for businesses of a certain size. For instance, if your Company provides family medical leave (under the federal FMLA, state law, or voluntarily), vacation, paid time off, sick leave (now required by law in some states), bereavement leave, or other types of leave, you will likely want to add those provisions to this handbook. As another example, some practices covered in this model handbook—like drug and alcohol testing—are subject to laws that vary tremendously from state to state (and your company may have additional obligations if you participate in a drug-free workplace program), and you will want to seek legal counsel before implementing those practices. Finally, companies vary in how aggressively they assert their rights as employers. This model handbook has been prepared by a law firm that takes an aggressive approach to enforcing the rights of employers. For these reasons and because the law can change, we encourage you to have an attorney review this model and any changes or additions you make to it prior to distributing it, and on at least an annual basis thereafter. Lehr Middlebrooks Vreeland & Thompson, PC, can help you tailor an employee handbook specific to your business and conduct a legal review. For more information, contact Whitney Brown at 205-323-9274 or Richard I, Lehr at 205-323-9260 or wbrown@lehrmiddlebrooks.com. This handbook is not, and should not be treated as, legal advice or a summary of legal obligations.

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