

MISER LANDSCAPING, LLC

EMPLOYMENT PACKET

revised 11/20/23

page #1

Date: _____

Employee Name _____

Address: _____

City/Town: _____ State: _____ Zip Code: _____

Contact Phone #: _____

Start Date/ Employment: _____

Emergency contact person / name: _____

Contract person phone #: _____

Date of Birth: _____

SAFETY

SAFETY REQUIREMENTS: At Miser Landscaping, safety of our employees and those around us is the top priority at all times. The following are the safety requirements that **MUST** be maintained at all times. Failing to follow these requirements may be grounds for termination without notice.

- 1) Safety glass (that are provided to you by the company) are required while operating all equipment at any time.
- 2) Hearing Protection (that are provided to you by the company) are required while operating all equipment at any time.
- 3) NO TENNIS SHOES – may be worn while working
- 4) NO drinking of alcohol or drugs is allowed at any time on the job – you **CAN** NOT smell of alcohol while on the job at any time.
- 5) NO smoking of any kind while on client properties or in any vehicles or trailers
- 6) **NO USING your cellphone for any reason while on a job site,**

EQUIPMENT SAFETY REQUIREMENTS:

- 1) Operate all equipment in a safe manner – pick up all rocks and other debris before operating / mowing starts. **GUARDS ARE TO KEPT DOWN WHILE MOWING - ALWAYS**
- 2) Never mow over anything that can damage or injury.
- 3) When mowing on a slope – mow up and down and always use caution when turf is wet.

DRIVING / TRAILER SAFETY

- 1) While operating any company vehicle – all state and federal laws are to be followed at all times, this is to include speed, seatbelts and all other laws.
- 2) When pulling a trailer – make sure the trailer is secured to the truck, the hitch, hitch pin is in place, safety chains, electric plug and break away cable. Check connection and all tires before leaving the parking lot EACH DAY.
 - A) Equipment moving MUST be done using 2 (two) chains and binders
 - B) Loads must have at least 2 (two) straps/chains at all times
 - C) Trail gates / ramps / doors must be secured before moving the load.
 - D) Check loads while in transit to insure loads are secure.
 - E) NEVER allow people to ride in back of truck or on trailers while load is in transit
 - F) NEVER move an unsecured load.
 - G) Loads should be balanced on the trailer before moving.
 - H) NEVER OVERLOAD ANY TRUCK OR TRAILER EVER.
 - I) Cover all loads of debris, limbs, leaves, branches with provided tarps.

REPORTS - - any time there is an accident of any kind – a manager and/or owner is to be called without fail. Whether it is with equipment or vehicles – it must be reported. If you are operating a string trim and a window is broken – call as soon as it happens.

EQUIPMENT SECURITY AND REPAIR:

- 1) If a piece of equipment is not operating properly – remove it from your truck or trailer and give it to a manager for repair. **DO NOT** – leave it broken on a truck or trailer.
- 2) ALL employees are given a key or lock code to insure all equipment is secured when not in use. **DO NOT leave equipment unsecured when not in use – EVER.**
- 3) Check all fluids and tire pressure before operating any equipment.

EMPLOYEE RESPONSIBILITY / PAYMENT

- 1) If any equipment is left unsecured and is lost or stolen – the employee will pay for the replacement of the equipment.
- 2) If a vehicle accident is determined to be the employees fault – the employee will pay the insurance **\$1000 deductible** over 10 weeks.
- 3) ALL company coats and sweatshirts lost – the employee will pay for the replacement. (t-shirts are not included)
- 4) Any vehicle / trailer / equipment damaged by an employee will – require to pay for the damages.
- 5) Any damage to other persons properties because of carelessness – will be paid by the employee that did the damage - \$50/week until paid

PAYMENT will be worked out between management & employee

Employees are paid from the time they leave the shop in the morning until they complete the last property, employees do not receive hours paid for the travel to the shop at the end of the day. Only drivers are paid round trip.

When any employee works more than six hours, one hour is given unpaid for lunch each day.

ADVANCED PAY FOR HOLIDAYS / VACATION / PERSONAL

HOLIDAY PAY ADVANCES – This is for Full-time Employees – 35hrs worked weekly minimum. (AVERAGED OVER THE PAST 90 DAYS)

- 1) After 60 days of continued employment you will be paid for 7 (seven) Annual holidays each year.
 - 1) New Years Day
 - 2) Thanksgiving Day
 - 3) Christmas Eve Day
 - 4) Christmas Day
 - 5) 4th of July
 - 6) Memorial day
 - 7) Labor day

ALL PAID HOLIDAY ARE CONSIDERED PAY ADVANCEMENTS AND IF AN EMPLOYEE IS FIRED/QUITS PRIOR TO 90 DAYS AFTER RECEIVING PAY ADVANCEMENTS DAYS – IT WILL BE DEDUCTED FROM THEIR LAST PAYCHECK. YOU ARE REQUIRED TO WORK THE DAY BEFORE AND AFTER THE HOLIDAY IN ORDER TO RECEIVE HOLIDAY PAY.

PAYCHECK WILL BE SET UP ON DIRECT DEPOSIT EMPLOYEES WORKING LESS THAN 35 HOURS PER WEEK FOR 90 DAYS OR MORE WILL BE RECLASSIFIED AS PART TIME EMPLOYEES AND WILL RECEIVE NO BENEFITS

PAID VACATION / SHUT – DOWN EFFECTIVE 1/1/2025

ALL EMPLOYEES HAVING WORKED FOR THE COMPANY 90 DAYS WILL RECEIVE 2 WEEKS PAID VACATION (FOR EMPLOYEES THATG HAVE WORKED 1-5 YEARS) FOR EMPLOYEES WITH 6+ YEARS THEY WILL RECEIVE THREE WEEKS VACATION. EMPLOYEES HAVING WORKED 90 DAYS WILL BE PAID THE SHUT DOWN TIME BETWEEN CHRISTMAS AND NEW YEARS (7-10 DAYS) VACATION MUST BE USED 5 DAYS (ONE WEEK) AT A TIME. ONCE YOU HAVE BEEN EMPLOYED FOR 6 YRS VACATION TIME CAN BE USED IN 4, 8 OR 40 HOUR BLOCKS.

UNUSED VACATION CAN NOT BE “PAID OUT” – SOLD TO THE COMPANY. ALSO IF AN EMPLOYEE LEAVES THE COMPANY FOR ANY REASON WITH 90 DAYS OF CHRISTMAS SHUT-DOWN – THEY ARE REQUIRED TO REPAY THE COMPANY FOR THIS TIME – THROUGH PAYROLL DEDUCTION.

SEPERATING FROM MISER LANDSCAPING.

If an employee is planning to discontinue working for Miser Landscaping

On your last day of employment you are required to return company coats, sweatshirts, keys, and equipment. Failure to return this on your last day will be considered theft of company property and will be reported to law enforcement.

Failing to give the required notice will result in the employee being paid at the rate of \$7.25 per hour – which is required by state and federal laws and **will NOT be paid at the agreed rate of pay. All property of Miser Landscaping must be returned before a final paycheck will be issued. Last paychecks will be mail – not picked up – to the address that is current on the employees packet.**

SHIRTS / JACKETS / COATS

Only after an employee has completed their 90 days probation will they receive 6ea shirts

The employee will have \$100 taken out of 2 paychecks (\$50/ea paycheck) and they will not be required to return the shirts.

The Coat Must be returned in good condition or \$120 will be taken out of their last paycheck.

I have read this entire employment packet (pages 1 – 7) and completely understand the terms of my employment with Miser Landscaping, LLC. I will abide and follow all policies as outlined in this packet and understand that failure to do so can result in termination from the company

Employee signature / date

Supervisor/ Manager signature / date