**Employee Handbook Template**

Many employers issue employee manuals to employees to ensure they are aware of their general employment conditions and expectations. This template can be customized to your situation.

**Employee Handbook**

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# Introduction

Welcome to the (Company Name). This employee handbook contains important information about your employment. Please read it carefully and direct any questions of concerns to your supervisor.

The policies stated in this handbook are subject to change at any time at the sole discretion of the (Company Name). From time to time, you may receive updated information regarding any changes in policy.

The contents of this handbook are not intended to create a contract or agreement between the (Company Name) and you.

There are specific and detailed policies and/or procedures for a number of the general policies stated in the handbook. Please direct any questions to your supervisor.

# About the (Company Name)

Insert brief Company History

The (Company Name)’s mission is to:

# Hours of Operation/Work Schedules

The normal hours of work are (insert hours of work), Monday to Friday. We provide a (Insert Time) minute unpaid rest/lunch break. On occasion employees may be assigned to different work schedules and/or shifts outside of normal hours.

# Attendance

Regular attendance is essential to the (Company Name)’s efficient operation and is a necessary condition of employment. When employees are absent, schedules and commitments fall behind, and other employees must assume added workloads.

Employees are expected to report to work as scheduled and on time. If it is impossible to report for work as scheduled, employees must call their supervisor as soon as possible, but in all cases before their starting time. If your supervisor is unavailable, a voice message should be left. If the absence is to continue beyond the first day, the employee must notify their supervisor on a daily basis unless otherwise arranged.

Calling in is the responsibility of every employee who is absent. Absence for three consecutive work days without notifying the manager is considered job abandonment and will result in termination of employment.

# Pay

Employees are paid on the (insert dates) of each month.

Net pay will be deposited directly to the employee’s bank account. It is a condition of employment that the employee has a bank account and provides (name of company) the necessary information to make a direct deposit.

# Overtime

On occasion you may be asked to work overtime. You will be paid in accordance with the rates specified in the Alberta Employment Standards code.

# Vacation

Insert company vacation policy here.

# Statutory Holidays

The (Company Name) will observe the following statutory holidays:

* New Years Day
* Family day
* Good Friday
* Victoria Day
* Canada Day
* Labour Day
* Thanksgiving Day
* Remembrance Day
* Christmas Day

If the employee works on a general holiday it is treated as any regular day of work with respect to payment of wages and overtime pay.

# Sick Days

Describe the organizations sick days policy here.

# Merit Contractors Association Hour Bank Benefit Plan

All (Company name) employees are eligible for the Merit Contractors Association Hour Bank Benefit Plan:

* **Benefits commence** on the first day of the second calendar month after you accumulate 300 hours in your hour bank account (within a nine month period)
* **Benefits terminate** after your hour bank account falls below 150 hours
* **Benefits reinstate** if 150 hours are again accumulated in your hour bank account within eight months

When your hour bank account falls below 150 hours, you are permitted to self pay for up to six months to continue all benefits except disability benefits.

See your Merit Contractors Association Hour Bank Benefit Plan booklet for detailed information regarding dental, vision, medical and insurance coverage.

# Employee Discipline

The (Company Name) promotes consistent, fair and constructive treatment of unacceptable conduct or work performance. This is achieved through a progressive discipline policy and process which when applied is carried out with the intent to improve performance.

Your supervisor is responsible for identifying and responding to any unacceptable conduct or performance. To ensure you are aware of the (Company Name)’s expectations your supervisor will also advise you of job expectations and standards. Failure to comply with these expectations could result in disciplinary action.

The progressive disciplinary process is initiated for situations in which policies, procedures or professional practices have been ignored or contravened, or your performance fails to meet acceptable standards.

The following is a guideline for disciplinary actions for violations of the company rules:

* **On first offence:** worker will be given a verbal warning
* **On second offence:** worker will be given a written warning
* **On third offence:** worker’s employment will be suspended without pay or terminated.

However some forms of misconduct s including; theft, fraud, violence or threats of violence, harassment or violations of drug and alcohol policy will generally result in immediate dismissal for cause.

# Termination

In accordance with the Alberta Employment Standards Act, construction employees are not entitled to notice of termination or pay in lieu of notice of termination (unless employed to perform ongoing maintenance or as an office employee)

# Drug and Alcohol Guidelines

1. **Introduction**

(name of company) recognizes that every person has the right to a safe and healthy work environment and that awareness, education , effective interventions and rehabilitation are all key factors in a successful alcohol and drug program. The inappropriate use of alcohol and drugs can have serious adverse effects on the safety and well being of employees, employers and the public.

Accordingly, (name of company) has adopted the Construction Owners Association of Alberta (COAA) Alcohol and Drug Guidelines and Work Rule (October 2005) as the foundation of (name of company) alcohol and drug program.

# Objectives of Alcohol and Drug Guidelines

* 1. Provide a safe workplace for (name of company) employees and those whose safety may be affected by the conduct of an employee
  2. Ensure all personnel are treated fairly, with respect and confidentiality
  3. Enhance stakeholder awareness
  4. Encourage and support employee self‐referral for substance abuse related problems

# Scope

These guidelines apply to all employees, or any other person or entity that performs work for (name of company).

# Drug and Alcohol Rules

* 1. No employee shall report to work or be at work with an alcohol level that exceeds .04 as tested by blood, breath, saliva or urine
  2. No employee shall distribute, possess, consume or use alcohol or illegal drugs on any work sites occupied by (name of company)
  3. If an employee is taking a prescription or non‐prescription drug for which there is a potential unsafe side effect, he or she has an obligation to report this potential danger to their supervisor.

# Circumstances to test

* 1. Reasonable suspicion – an alcohol and/or drug test will be conducted when a trained supervisor or company official observes behavior or appearance that is characteristic of alcohol or drug misuse.
  2. Post accident/Incident – as part of an accident/incident investigation if there is equipment involved, or if there are reasonable grounds to believe that drug or alcohol use by an employee may have been a factor or cause in the accident, near miss or potentially dangerous situation.
  3. Return to duty and follow‐up – an employee who has previously failed an alcohol or drug test must have a negative test before they return to work. After that, unannounced follow‐up tests may be recommended by a substance abuse counselor.

# Confidentiality

Test results and other confidential information may only be released to the specific manager and the substance abuse professional. Any other release to this information is only permissible with employee’s written consent.

# Consequences of alcohol and drug use

When a positive test with an alcohol concentration of .04 or greater or a confirmed positive drug test occurs the employee will be immediately terminated. That employee will not be considered for rehire unless he or she completed a substance abuse treatment program at an approved agency.

While (name of company) has no intention of intruding into private lives, employees are expected to be in a condition to perform their duties throughout their workday.

Employee involvement with alcohol and/or drugs will have an impact on the jobsite and our ability to accomplish our goal of a safe work environment, free from the affects of alcohol and drug abuse. In addition to achieving alcohol and drug free workplace, it is our commitment to preserve the privacy and personal dignity of each employee.

# Safety

The (Company Name) is sincerely interested in the safety and well‐being of our employees. The (Company Name) is committed to making every effort to maintain safe working conditions. All employees are expected to comply with all safety rules and safe work practices.

If, in spite of our efforts to ensure safe working conditions, an employee has an accident or becomes ill on the job, it should be reported to your supervisor immediately.

# Smoking

The (Company Name) maintains a non‐smoking policy. Employees should smoke only in designated areas, as permitted by law.

# Personal Electronic Devices

Personal electronic devices are defined as cell phones, blackberries, mp3 players, i‐pods, note books, x‐boxes, TV’s, radios and satellite radios.

The use of any personal electronic devices on (name of company) jobsites is strictly prohibited, with the exception of personnel who require personal electronic devices as part of their job duties.

This applies to all employees of (name of company).

Employees are not permitted the use of any personal electronic device anywhere on a jobsite other than in the site lunch rooms during rest breaks.

Employees are to ensure that personal electronic devices are kept in the lunchrooms or in their vehicles.

Violation may result in a suspension of immediate dismissal.

# Personnel Protective Equipment/Clothing Requirements

(Company Name) requires employees to have the following items when they report to work:

* Hard hat (CSA approved)
* Safety footwear )CSA approved) 6” – 8” ankle support
* Gloves

Employees will be supplied with tool lists appropriate to their work at the time of hire.

# Protection of Personal Information

Under the Personal Information Protection Act (PIPA), your employee personal information can be collected, used, and disclosed by the (Company Name) for the purpose of establishing, managing, or terminating an employment relationship without your consent if (Company Name) gives you notice about what information will be collected, used, and disclosed. The (Company Name) disclosed this information to you as part of you orientation.

You duly acknowledged and signed a copy of the (Company Name)’s Protection of Personal Information policy.

“Employee personal information” is defined as personal information about you that is collected, used, or disclosed solely for the purposes reasonably required to establish, manage, or terminate an employment relationship between the (Company Name) and you, but does not include personal information that is not about your employment.

Examples of information that is not employee personal information are: contact information (e.g. your name, title, and work phone number used for business purposes); and work production information (e.g. proposals and reports that you worked on that contain your name, position, and credentials). Such information may be routinely collected used and disclosed by the company.

# Conflict of Interest

Employees should not allow their responsibilities outside of work to create a conflict of interest. Specifically the (Company Name)’s Code of Conduct policy that obligates employees as follows;

* Employees must disclose all potential conflicts of interest, including those in which they have been inadvertently placed due to either (Company Name) or personal relationships. This includes family members, customers, suppliers, (Company Name) associates or competitors of the (Company Name).
* Employees must not, accept gifts, trips, entertainment, or favors from a customer, potential customer, supplier, or potential supplier of goods or services to the (Company Name), unless what is given is of nominal value and refusal to accept it would be discourteous or otherwise harmful to the (Company Name). Nominal value is considered to be anything below $xxx (suggest $125). Exceptions to this can only be authorized by “Title of person in Authority goes here”.
* Employees must not participate in outside activities that could reasonably be expected to interfere with work time commitments to the (Company Name) , compete with the (Company Name) or negatively impact the reputation of the (Company Name)
* Any interest which an employee, their spouse, or their relatives living in the household have in a business or enterprise must be reported to the “Title of person in Authority goes here” if;

1. the business or enterprise is a competitor of the (Company Name) (for purposes of this policy an enterprise includes after hours self employment).
2. any part of the business or enterprise is a seller or supplier of goods, or service to the (Company Name) or competitors.

If you have any doubts about a potential conflict of interest it’s your responsibility to advise your supervisor who will help clarify whether there is or is not a conflict.

# Respect in the Workplace

The (Company Name), is committed to providing a safe and respectful work environment for all employees free form harassment, bullying, violence and cultural incompetence. .

The (company name) has adopted the Construction Owners Association (COAA) Respect in the Workplace Policy as the guideline for our harassment, bullying, violence and cultural awareness program.

# Respect ‐ definition

Respect is defined as the willingness to show consideration for the rights or feelings of others; to treat them courteously, inclusively and safely.

# Bullying  definition

Bullying is interpersonal hostility that is deliberate, repeated and sufficiently severe as to harm the targeted person’s health, safety or economic status. It is driven by the perpetrator’s (bully’s) need to control another individual, not by a legitimate business need.

# Harassment  definition

Harassment occurs when a worker is subjected to unwelcome verbal or physical conduct because of:

* + Race
  + Age
  + Religious beliefs
  + Colour
  + Place of origin
  + Gender
  + Mental or physical disability
  + Ancestry
  + Marital status
  + Sexual orientation
  + Source of income
  + Family status of that person or of any other person.

# Violence  definition

Violence whether at a worksite or work‐related means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury. These acts include threats, menacing or threatening behaviour and all types of physical or verbal assaults.

# Cultural Competence – definition

Cultural Competency refers to the ability of organizations and systems to function and perform effectively in cross‐cultural situations. The principles of cultural competence include:

* + Organizational systems where decision making includes perspectives from diverse points of view
  + Identifying and recognizing cultural diversity
  + Holding in high regard cultural differences
  + Achieving equal access to employment for everyone
  + Ability to provide accessible and relevant services to targeted groups

# When a violation occurs:

To support the objective of providing all employees with a healthy safe workplace, it is required that managers, supervisors and workers take preventative action to ensure that risks to an individual’s health and safety due to violations of respect are eliminated or reported.

1. If an incident that relates to violations of respect occurs, employees are encouraged to seek resolution of the incident.
2. There shall be no adverse job consequences against any person for notifying management of a violation of this policy unless investigation determines that the person intentionally fabricated the complaint against the accused.
3. Complaints that are made in bad faith or are malicious or frivolous are considered serious and will result in discipline.
4. There shall be no retaliation from co‐workers directed at an individual making a complaint. In the event it is found that retaliation against a worker who exercises his or her rights under this policy has occurred, severe discipline will be imposed, up to and including termination and not eligible for rehire.
5. Investigations will be conducted with as much confidentially as can practicably be afforded.
6. Investigators will advise workers involved or consulted through the course of the investigation that discretion is an important part of the process.
7. Persons found in violation of this policy may be subject to discipline and/or corrective action including:
   * Fulfilling a requirement to take a course and/or undergo counseling
   * Participating in mediation
   * Verbal and/or written warning
   * Suspension
   * Termination
   * Loss of site access
   * Not eligible for rehire.

[www.ritwp.ca](http://www.ritwp.ca/)

# Modified Work Program

1. **Scope**

Modified work assists in the rehabilitation and early return to work of ill or injured employees.

# Guidelines

(company name) will make every reasonable effort to provide suitable modified work to any employee unable to perform their normal duties. This may include a modification of the employee’s original position or providing and alternate position, depending on the employee’s medical restrictions

Only work that is considered to be meaningful and productive shall be considered for use in the modified work program. These jobs must comply with current WCB adjudicative guidelines.

Participants placed on modified work will be expected to provide feedback in order to improve the program.

All employees, regardless of injury or illness, will be considered for placement in our modified work program.

Employees who violate the terms of their Modified Work Agreement are subject to the disciplinary action as outlined in (company name) Employee Discipline Policy.

# Objectives

* 1. To provide temporary modified work to the injured employee through a progressive reintegration in to the workplace until the employee is able to resume normal duties.
  2. To provide productive, valuable work for injured employees.
  3. To give injured employees an opportunity to develop skills within the company.
  4. To reduce absenteeism
  5. To help maintain the injured/ill employee’s identity and self –respect.

1. It is your responsibility to report all incidents immediately, regardless of severity, to your supervisor.

See the Modified Work Program Agreement and the Modified Work Program Employee Consent forms at the back of this handbook.

# Working alone Guidelines General Safety Regulation

1. “To work alone” means to work alone at a work site in circumstances where assistance is not readily available in the event of injury, illness or emergency.
2. When a worker is required to work alone, the employer shall:
   1. First conduct a hazard assessment to identify existing or potential hazards arising from the conditions and circumstances of the employee’s work
   2. Establish an effective means of communication between the worker and persons capable of responding to the worker’s needs.
3. Effective means of communication includes; two‐way radio, telephone or other electronic communication devices.
4. If an effective means of communication is not practicable or readily available at the work site, the employer shall
   1. Visit the worker
   2. Ensure the worker contacts the employer at intervals of time appropriate to the nature of the hazards associated with the employee’s work
5. In addition, the employer shall conduct further hazard assessments at intervals of time appropriate to the conditions and circumstances of the employee’s work.
6. The employer shall take all reasonable steps to :
   1. Eliminate any hazard identified during a hazard assessment, and
   2. Control any hazard identified during a hazard assessment if it is not reasonably practicable to eliminate the hazard.
7. If practicable the employer shall have the workers affected by a hazard assessment
   1. Participate in conducting the hazard assessment and
   2. In the elimination or control of any hazards identified during the hazard assessment.
8. A hazard assessment must be in writing and be communicated to all workers affected by the assessment.

# This document will be retained on your employee file

I agree to the terms and conditions as defined in the Employee Handbook and all other (Company Name) rules, policies, systems and procedures which are in place. I also acknowledge that the (Company Name) reserves the right to change the provisions of these at any time in its sole discretion.

Signature

Name (please print) Date