

Construction Employee Handbook

This template is a general starting point for information only — it is not legal advice. Employment, wage, leave, and at-will rules vary by country, state, and city and change over time. Have a qualified employment attorney review and tailor this handbook before you distribute it, and delete any policy that does not apply to your organization.

1. Welcome

Welcome to {{Company Name}}. The work we do is physical, skilled, and safety-critical, and our reputation is built one job at a time. This handbook explains how we work together and the rules we all follow — on safety, conduct, pay, and jobsite behavior. {{Add a line or two about your company and the standard of craftsmanship and safety you expect.}} It is not a contract and does not cover every situation; when you are unsure, ask your {{foreman / superintendent}}.

Open with a short, genuine welcome and one or two lines on your mission and values. This sets the tone before the policies begin.

2. Employment Basics

- Equal opportunity: {{Company Name}} is an equal opportunity employer and does not discriminate on the basis of any characteristic protected by applicable law.
- Employment relationship: {{Describe your employment relationship — e.g., employment is at-will where permitted by law, meaning either party may end it at any time, with or without cause}}.
- Employee classifications: {{Define full-time, part-time, temporary, and exempt vs non-exempt as you use them}}.
- Probationary / introductory period: {{Length and what it means, if you use one}}.

At-will employment is not valid everywhere — outside the US, and in some agreements, different rules apply. Confirm the correct wording for every location you employ people with your attorney.

3. Code of Conduct

- Treat every co-worker, subcontractor, client, and inspector with respect; we do not tolerate harassment, bullying, or discrimination of any kind, including conduct based on any characteristic protected by applicable law. Report concerns to {{your foreman / the office}}, and we {{do not tolerate retaliation}} for a good-faith report.
- Show up on time and ready to work, in the required attire, and follow the foreman's direction and the sequence of work on site.
- Respect the jobsite and the client's property: keep your area clean, secure tools and materials, and do not enter areas outside your scope or take materials for personal use.

- No fighting, horseplay, theft, or willful damage; these are grounds for **{{immediate discipline up to termination}}** given the safety risk on a jobsite.
- Phones are for breaks and work coordination only — never while operating equipment, working at height, or doing any task where distraction is a hazard.
- We maintain a **{{drug- and alcohol-free workplace}}**; reporting to work impaired or using on the job is grounds for **{{termination}}**. **{{Describe your testing policy — pre-employment, post-incident, reasonable suspicion, and any random testing — consistent with applicable law and any project requirements.}}**

Cover professional behaviour, anti-harassment and anti-discrimination, attendance, dress, and conflicts of interest. Say how to report a concern and state a clear no-retaliation commitment.

4. Working Hours, Pay & Timekeeping

- Record all time worked accurately each day using **{{the time-tracking app / daily time sheet}}**, charged to the correct job and cost code. Only record your own time, and only time you actually worked; falsifying time is grounds for **{{termination}}**.
- Non-exempt employees earn overtime as required by **{{the law where you work}}**; get **{{foreman / superintendent}}** approval before working over **{{the overtime threshold}}**. Off-the-clock work is never allowed.
- We pay **{{weekly}}** on **{{payday}}** by **{{direct deposit / pay card}}**. **{{If you work prevailing-wage or certified-payroll jobs, describe how those rates and reporting work.}}**
- Report to **{{the shop / the jobsite}}** as your role requires. **{{Define whether travel time between sites, shop time, and yard time are paid, consistent with the wage-and-hour law where you work.}}**
- Take the meal and rest breaks **{{required where you work}}**; do not skip a required break to keep production moving.
- If your hours, job codes, or pay look wrong, tell **{{the office}}** that week so we can correct it.

State the standard schedule, pay periods, how overtime is handled for non-exempt staff, and how time is recorded. Wage-and-hour rules are heavily regulated — match them to your jurisdiction.

5. Time Off & Leave

- Paid time off: **{{describe PTO or vacation, how it accrues, and how to request it for a business your size}}**. Request time off **{{through the office / your foreman}}** as far ahead as you can so we can plan crews.
- Sick leave: **{{describe paid or unpaid sick time and how to call in; many states and cities require paid sick leave — follow the rule where you operate}}**. Do not work a job when you are too ill or impaired to work safely.
- Holidays: **{{list the holidays you observe and how holiday pay works; weather days and how they are handled, if applicable}}**.

- Legally required leave — family, medical, jury duty, military, voting — {{describe what applies to a business your size; some laws cover only larger employers, so confirm what applies}}.
- Report any on-the-job injury immediately (see Safety); workers' compensation and any related leave are handled per {{your state's law}}.

List paid time off, holidays, sick leave, and any legally required leave (such as family, medical, or jury duty). Required leave varies widely by location — verify each entitlement before you publish.

6. Benefits Overview

This section summarizes the benefits {{Company Name}} offers, including {{health insurance, retirement plan, and any others}}. Official plan documents govern in all cases; where this summary and a plan document differ, the plan document controls. {{Describe eligibility and enrolment.}}

Keep benefits descriptions short and point to the official plan documents for detail. Never let the handbook contradict an insurance or retirement plan document.

7. Workplace Health & Safety

- Safety is the first priority on every job, for everyone. Follow the site safety plan, the OSHA standards for our work, and the foreman's instructions; if a task is genuinely unsafe, stop and raise it — you will never be in trouble for refusing unsafe work or pulling a stop-work.
- Wear the required PPE at all times on site: hard hat, safety glasses, high-visibility vest, and work boots, plus task-specific gear (gloves, hearing and respiratory protection, cut protection). {{State what the company provides and what the employee supplies.}}
- Fall protection is mandatory above {{the trigger height for your work — e.g. 6 feet in construction}}: use guardrails, a personal fall-arrest system, or the site's fall-protection plan, and never work at height without it.
- Use tools and equipment safely and only if trained and authorized: inspect before use, keep guards in place, lock out and tag out energy before servicing, and follow ladder, scaffold, trench/excavation, and crane/rigging rules.
- Report every injury, near miss, or property damage to your foreman the same day, however minor, so we can give first aid and document it. Take part in toolbox talks and the daily hazard assessment, and know the muster point and emergency plan for each site.
- Keep the site clean and hazard-free: stack materials safely, control dust and debris, manage cords and hoses, and barricade or cover openings and holes. Follow utility-locate (call before you dig) and silica, lead, and asbestos rules where they apply.

Cover how to report injuries and hazards, emergency procedures, and any safety rules specific to your workplace. Reference the safety regulations that apply to your industry by name.

8. Technology & Acceptable Use

- Company vehicles and heavy equipment are for company business; operate only what you are

authorized and trained on, inspect before use, report damage and maintenance needs promptly, and follow our policy on {{personal use, passengers, and taking a vehicle home}}. A valid license — and a CDL where required — is a condition of any driving role.

- Company tools and equipment are company property; track them, keep them in safe working order, secure them on site and overnight, and return everything on departure. {{State your policy on tool allowances and who replaces lost, stolen, or broken tools.}}
- Fuel cards, supplier accounts, and company credit are for authorized job purchases only; keep every receipt and code it to the right job. Personal use of a company account is taken seriously.
- Use {{the company's project, time, and messaging apps}} for work; capture accurate daily reports, photos, and deliveries, and log in under your own account only.
- Protect client and project information — plans, pricing, access codes, and security details — and follow any client site rules on photos and confidentiality. Do not share project documents or take them for personal use.
- Do not post photos or comments about clients, job sites, or co-workers on social media; {{point to your social-media policy}}. Report a lost company phone, tablet, or device to the office immediately.

Set expectations for company devices, accounts, email, and data. Be clear about what is monitored and what is private, and reference your data-protection obligations.

9. Confidentiality & Company Property

Employees are expected to protect {{Company Name}} confidential information, customer data, and intellectual property during and after employment, and to return all company property on departure. {{Reference your confidentiality or IP agreement where one applies.}}

Tie this to any separate confidentiality, IP-assignment, or data-protection agreement employees sign, rather than restating it all here.

10. Discipline & Leaving the Company

This section describes how {{Company Name}} addresses performance and conduct issues and what happens when employment ends — including notice expectations, final pay handled per applicable law, return of property, and any exit steps. {{Describe your progressive-discipline approach, if you use one, and keep it consistent with the at-will language above.}}

If you describe a progressive-discipline process, add that the company may depart from it at its discretion — otherwise it can be read as a promise that undercuts at-will employment.

11. Acknowledgement of Receipt

I acknowledge that I have received and read the {{Company Name}} Employee Handbook. I understand it summarizes current policies and is not a contract of employment, that employment is {{at-will, where permitted by law}}, and that {{Company Name}} may update these policies at any

time. I agree to follow the policies it describes.

Employee Name: _____ Signature: _____ Date: _____	Date Name: _____ Signature: _____ Date: _____

Have every employee sign and date this page, and keep the signed copy on file. It is your record that the handbook was received and understood.