

About Us

This is general information about how we work and it is provided as a handy resource. This is subject to change at any time without notice and does not represent "official policy" - just expectations you should know about.

Table of Contents

1. Facility
2. Security
3. Time
4. Compensation
5. Benefits
6. Records
7. Equipment and Software
8. Dress Code
9. Communications
10. Supplies
11. Misc Policies
12. Culture
13. History

1 FACILITY

Parking - The first four "reserved" parking spaces in the southeast corner of the parking lot behind (west) of the building are set aside for our use. They are not assigned.

Workspaces - Your assigned workspace may be customized as you like as long as the changes are not permanent. Do not use any type of tape or markers on the panels and shelves. Feel free to adjust your chair to suit you.

Toilet Rooms - The toilet rooms are shared with the landlord and are located up the short flight of steps in the northwest corner of the office. Your office key unlocks the door from the toilet room vestibule. Take care that you do not lock yourself out of the office before 8:30 or after 4:30 or weekends/holidays because there is no way out without setting off the landlord's alarm system and having to deal with the police.

Housekeeping - Keep your work surfaces dusted and the floor picked up. Swiffers are in the right-most base cabinet in the kitchenette. Vacuuming and trash removal are irregular. If needed, feel free to place your waste basket contents in the waste receptacle in the kitchenette. Keep a liner in your waste basket. Take care with food and beverages at your desk. Clean up any food residue daily.

Kitchenette - Feel free to use the kitchenette. We all share the under-counter refrigerator so be careful to limit "long term storage". If you dump food in the sink, run the disposal and wipe up any excess.

Recycling - We recycle #1 and #2 plastics, aluminum and paper in the containers by the vault. There is a can crusher on the wall in the server alcove. We print on both sides of paper whenever

About Us

feasible without extra work. In particular 12 *18 paper is re-fed into the printer for most 1/2 size plots.

Dead Storage - We have "dead" storage space in the basement for archived projects. A key to the basement is kept on the plywood board in the server alcove. Projects are no longer archived in paper format.

2 SECURITY

Locking Up - The last person to leave the office is responsible for locking up and setting the alarm. During the day it is not necessary to set the alarm if you will return or have verified that someone else will be returning to the office. If you are alone at the office, it is OK to keep the door locked, but be on the alert for the mail or deliveries. Locking up includes locking the bathroom vestibule door as well as front door.

3 TIME

Timekeeper - You are expected to be conscientious about keeping your time accurately and logging it into Timekeeper on a daily basis. If you are unsure of the project, task or labor code that you should use, you are expected to ask. Do not guess. Inaccurate time records are a disservice to us and to our clients.

Office Hours - Office hours are roughly from 8:00 AM to 5:00 PM Monday through Friday. Your personal work hours should overlap the office hours by at least 66%.

Time Off - We calculate time off by the hour. You can take your time off at any time with adequate notice. Adequate notice is considered notification in advance of three times the amount of time that you are taking off. For example, 3 hours notice to take off 1 hour; 3 weeks notice to take off 1 week.

GO Time - General Office (non-billable) tasks never take precedent over project-related work. You are expected to make sure you have asked for an adequate backlog of project-related work to keep busy. GO tasks should be treated as "fillers" when there is a temporary delay in receiving project tasks.

4 COMPENSATION

Hourly Rate - Your compensation is measured by the amount you are paid per hour whether you are full or part time, or hourly or salaried.

Hourly employees are paid for the hours worked in each pay period.

Salaried employees are paid the same amount each pay period and any deviation from an average of 8 hours per day is tracked separately.

Hourly employees are entitled to time and a half pay for any hours worked in excess of 40 hours in a week. Salaried employees' hours worked per year are taken into account when determining the amount of any bonuses that the firm pays.

Pay Periods - Pay periods are twice monthly. The first pay period is the first of the month through the fifteenth of the month. The second pay period is the sixteenth of the month through the last day of the month. Pay day is the first work day after the close of the pay period.

About Us

5 BENEFITS

Our benefits for full time employees include time off, SIMPLE plan, 125 plan, disability insurance, health insurance, business expense reimbursement plan. Part time employees receive pro-rata pay for holidays.

Time Off - The amount of time off will be determined as part of your employment offer. Additional time off is earned at the rate of one additional day per year of employment (rounded down). Normally time off is calculated as number of weeks of vacation plus seven holidays plus three personal days per year - all measured in hours, e.g. 40 + 56 + 24.

SIMPLE PLAN - The SIMPLE Plan is an IRA retirement plan. The firm matches the first 3% of your earnings that you have deposited into the plan each year.

125 Plan - The 125 Plan is a medical and child care expenses reimbursement plan. You can have part of your earnings set aside untaxed for use in paying qualified medical and child care expenses.

Disability - The firm provides a long term disability insurance policy.

Health Care - The firm normally provides health insurance subject to cost and availability.

BERP - The firm normally provides a business expense reimbursement plan based on years of employment and is calculated as a percent of salary up to a maximum amount that changes from time to time.

6 RECORDS

Record Keeping - You will be expected to assist with record keeping. The firm's records consist of email, electronic files, and a small quantity of paper records.

Email - All project-related email correspondence is saved and should either contain the Project ID or be "labelled" with the Project ID. Internal email is normally deleted unless it documents a decision.

Project IDs - The Project ID is a six to eight character designation in the format XXX-YYYY where the Xs represent a standardized abbreviation or acronym of the client's name; and the Ys represent the project name similarly - STHE-FAX (Saint Henry High School - Fine Arts Expansion).

Electronic Files - All drawings, worksheets, text documents, letters, reports, etc. should be filed on the server under the Project ID using the usual sub-folder structure. Handwritten notes and drawings, paper correspondence, etc. should be scanned and filed as PDF files.

Working File - The working file is a manila folder labelled with the Project ID and containing notes, agendas, minutes, correspondence that represent unresolved issues (TO-DOs). Once

About Us

completed these can be discarded after scanning and filing electronically. At the conclusion of a project, the working file can either be scanned and filed electronically or filed as a paper file.

Submittals - Construction Phase paper submittals are stored in banker's boxes. These are kept for seven years and then offered to the client or destroyed.

Past Projects - Before 2008 most projects have many more paper files in the form of binders and rolls of drawings. Before 1993 project records consist almost entirely of paper records. These paper records are found throughout the office in binders and also in Dead Storage.

7 EQUIPMENT & SOFTWARE

Equipment - Office equipment consists of phones, copier/printer, fax, networked computers, file server(s), plotter, and miscellaneous tools such as the paper cutter, staplers, and punches. Most other tools are considered personal equipment. You should provide your own calculators and scales and any special pens and pencils.

Equipment Use - Office equipment may be used for personal purposes within reason. You are forbidden to give the impression that you represent the firm in any way when using office equipment for personal purposes - think side jobs. Your use of the fax machine and your office email account when working on personal side projects is NOT permitted.

Software - Office software consists of any software installed on the computers in the office. You may not add personal software or apps, or use browser-based services to the detriment of the offices' internet band width or computer resources. You MAY NOT DOWNLOAD anything that is not project-related.

Software Use - You may use office software for personal purposes before or after work.

Internet Use - Social, entertainment and shopping websites for personal use are all off limits except before or after work or your lunch break; and then within the limits mentioned above.

8 DRESS CODE

The Office - Watch 'The Office'. Dress like they do.

Shirt and shoes required. Casual to business casual is the norm, with nicer attire for meetings with clients. Clothing should be practical for the work you are doing. Clothing should not have holes and should not overly expose any portions of the body. Clothing should not display words/terms/pictures that may be offensive to others.

Dress for site visits: sturdy soled shoes (steel toes sometimes required), clothes that can easily be cleaned, hard hat (if construction site).

Clients - Being overdressed around clients is a safe way to go.

About Us

9 COMMUNICATIONS

Email - Email is our preferred method of communicating with others outside the office because it creates a record, saves time playing "telephone tag", doesn't disrupt the flow of work for either party, and can be forwarded to others to easily keep them informed. Normally archive email when the conversation is concluded. Use delete for personal email.

Phones - Many conversations work better by phone. If the topic involves decision-making regarding projects, document it somehow - email, comment on Basecamp, Chat, or handwritten note that is then scanned and filed.

Chat - The use of the Chat feature in Google Mail is encouraged for communications within the office because of the automatic record creation and the ability of others to answer when ready instead of being interrupted by a visit. Use "Settings" menu and make sure you have "Save Chat History" turned on.

Fax - Communicating by fax is discouraged because it doesn't create a record automatically. If you need to correspond by fax, scan and file the fax documents. If the entire fax started as electronic documents, save them instead of a scan.

10 SUPPLIES

Paper - We purposely stock limited types of paper and our entire supply is set out. If you see the supply dwindling, tell Rick or Alice.

Toner and Ink - We usually keep just one spare on hand, so if you replace a toner or ink cartridge tell Alice or Rick so a replacement can be ordered.

Pens and Pencils - We keep a very limited supply and type of pens and pencils on hand. You are expected to take care of personal preferences on your own.

Markers and Colored Pencils - Markers and colored pencils are sometimes on hand and should be used if feasible. If there is a special project requiring these, they are purchased specifically for that project.

Post Its - We stock 1-1/2" x 2" and 3" x 3" Post-Its. Other sizes are considered your personal tools.

Beverages - We keep a very limited supply of bottled water and soft drinks on hand for guests. You are expected to supply your own drinks.

Coffee - Rick provides coffee for office use. Feel free to drink the coffee. If you empty the pump carafe, make a new pot. The carafe keeps the coffee from oxidizing and is generally acceptable for several days. If you are a serious coffee drinker, we will work out a shared cost.

About Us

11 MISCELLANEOUS POLICIES

Smoking - Our office is a no smoking facility. If you smoke, go for walk - outside.

Substance Abuse - If it is noticeable, if it affects anything, you have to go.

Music - Music that doesn't bother others is acceptable.

TV and Talk Shows - You can't do two things at once. TV and talk shows are not acceptable.

Visitors - Visitors that do not disrupt others are acceptable, but it is hard to do in our open office.

Telephone - Calls and Texting You can't do two things at once. Keep it short and infrequent.

Printer/Copier Use - You may use the printer/copier for personal use. An average of a copy a day is acceptable.

Moonlighting - Side jobs are not to get in the way of your work for us. Don't involve your coworkers in your side jobs during their work day.

12 CULTURE

Simplicity - We strive to keep things simple and bureaucracy to a minimum. Say please and thank you. Show up on time. Do what you say.

Values - We value responsiveness, competence, accuracy, and completeness.

13 HISTORY

Founded - The firm was founded October 2, 1980 and incorporated July 26, 1982 as a professional services corporation. The firm name has changed several times and is now once again Wolnitzek Architects.

Key Projects - Our largest project was the SD1 multi-phase expansion of their facility on Eaton Drive in Fort Wright. \$14,000,000. By size the next largest projects are Covington Catholic High School, Notre Dame Academy Theater, Redwood Expansion, Saint Henry High School. All are between \$6,000,000 and \$9,000,000. The Van Melle Office Expansion in 1997 in Erlanger was the first environmental project in Northern Kentucky.