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# Architectural Research Consultants, Incorporated

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## **Welcome**

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Welcome to Architectural Research Consultants, Incorporated (ARC). We are New Mexico's largest and longest operating firm dedicated to the practice of planning, and we know that we are only as good as the people who are employed with us. We embrace excellence and integrity, and we trust that you will as well.

This handbook provides you with key information to ensure your successful career at ARC. Please take time to read it thoroughly and sign the Employee Policies and Procedures (attached) to acknowledge that you understand its contents and are willing to comply with ARC's policies and procedures.

While the handbook provides general information about ARC's employment policies and procedures, it does not attempt to address every specific situation that may arise. Please do not hesitate to ask your immediate supervisor questions about the information given in this handbook or provided during the orientation process. We are here to assist you as you become part of the ARC team.

Our goal is to continue to be a preeminent planning firm in the Southwest and beyond. Let us know how we can support you in your role with us—we welcome your suggestions.

I am looking forward to working with you.



John Petronis, President ARC, Incorporated

## ***The Employment Relationship Policy***

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### **Policy:**

ARC is a fair, progressive employer to every employee.

### **Procedures:**

- I. All employees of ARC are at-will employees. This means:
  - A. The employee may be terminated at the will of either the employee or ARC.
    1. The employee may be terminated for any reason.
    2. The employee may be terminated without prior notice.
    3. The employee status can only be changed by an agreement, in writing, specifically modifying this relationship, and signed by a supervisor or an authorized officer of ARC.
  - B. ARC cannot guarantee employment, and reserves the right to adjust employee status, hours, benefits, and, if necessary, to furlough or terminate employees as business conditions dictate.

## ***Equal Employment Opportunity Policy***

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### **Policy:**

ARC is an Equal Opportunity Employer.

### **Procedures:**

- I. ARC administers all employment activities without discrimination of race, age, religion, national origin, sexual orientation, gender identity, disability, veteran status, or gender (except where gender is a bona fide occupational qualification or a statutory requirement) in accordance with all local, state, laws, executive orders, regulations, and guidelines.
- II. Guidelines for management to follow in making employment decisions:
  - A. All employment requirements must be related to the duties required of an employee in the particular job involved.
  - B. Hiring standards should not automatically eliminate applicants whose speech, appearance, dress, personal habits or lifestyle may be nontraditional, or who have a prior criminal conviction.
  - C. Include requiring a certain level of education necessary to perform the complexities of the job.
  - D. During the hiring process, management will:
    1. Ask all candidates the same questions.
    2. Ask if there is anything that would prevent the candidate from performing the essential job functions.

## ***ADA Compliance***

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**Policy:** ARC is committed to hiring and accommodating employees with disabilities.

**Procedures:**

- I. Accommodations
  - A. ARC will provide reasonable accommodations for the known physical or mental limitations of a qualified individual with a disability to the extent that it does not cause undue hardship for ARC.
  - B. If implementation of a particular accommodation would cause an undue hardship for ARC, then an effort will be made to identify another accommodation that is feasible relative to organizational resources and operations.
  - C. If an employee feels an accommodation is necessary, the employee must:
    1. Put a request in writing stating the accommodation being requested and the medical condition.
    2. Submit doctor's documentation confirming the need for the accommodation.
  - D. To assure compliance with the American with Disabilities Act and applicable state and local laws, ARC will do the following:
    1. Treat everyone, including employees and applicants with disabilities, in a nondiscriminatory manner.
    2. Avoid asking questions about disabilities during the hiring process and only ask for medical exams from people who have been offered a job or from employees when the exams can be shown to have a necessary business purpose (i.e., the safety of oneself or other employees).
    3. Provide reasonable accommodation for applicants and employees whenever such accommodation would not pose an undue hardship. Whenever possible, enter into an interactive process with an employee who has a disability to discover accommodations that work for both the employee and the company.
    4. Keep all information related to an employee's medical condition confidential and keep such information in separate confidential files.

## Office Etiquette

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**Policy:** Exercising proper office etiquette is sometimes challenging while in an open space work environment. ARC offers the following guidelines that will hopefully make this environment more conducive to a comfortable work experience.

**Procedures:**

- I. Consideration for other employees.
  - A. Be mindful that others may be immersed in their work and loud and boisterous conversations may impede their focus. Use your indoor voice.
  - B. Utilize the conference room, lobby, or patio for group conversations.
  - C. Do not use a speakerphone at your workstation.
  - D. Place mobile phones on vibrate.
  - E. Utilize the in/out board on the automated office system.
  - F. Be cognizant that some employees may have allergies, so strong scents such as perfume or cigarette smoke may trigger these afflictions.
  - G. If you do not want to be disturbed, place a note on your cubicle indicating such.
  - H. It is always wise to make yourself known and ask to enter another cubicle or office so as not to startle anyone.
  - I. Use ear buds to listen to music while working.
- II. Housekeeping
  - A. Keep shared spaces clean after using. Shared spaces are the kitchen, conference room, copier room, and outdoor patio area.
  - B. Place all trash associated with food in the covered trash bin in the kitchen.
  - C. Inform the receptionist when paper towels, toilet paper, hand soap and disinfectant are running low or may need to be replaced.
  - D. Rinse any dishes you use before placing them in the dishwasher. The dishwasher will be run weekly, if not sooner, depending on how full it may get. A note next to the dishwasher will indicate whether the dishes in the dishwasher are clean or dirty. **DO NOT LEAVE DISHES IN THE SINK.**
  - E. Electrical items, such as microwaves, small heaters, or coffee makers are not allowed at the workstations. These appliances are available in the kitchen and/or supply room; if there is room in those areas, you may place your personal equipment there too.

*Note: Our appreciation to Dekker Perich Sabatini for their assistance with this policy.*

## ***Environmental Sustainability Policy***

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**Policy:** ARC practices environmentally friendly office procedures and encourage all employees to follow our lead. Employees should consider adopting the energy-use practices for office business.

**Procedures:** ARC encourages employees to adopt the energy-use practices for office business.

- I. Transportation
  - A. ARC's facility offers bicycle storage.
  - B. ARC prefers fuel-efficient automobiles for company travel and has informed our rental company of our preference.
    1. ARC encourages employees to use the most energy-efficient transportation to the office from home (carpool, bicycle, public transit—including rail), and around the state on company business.
- II. Energy
  - A. ARC encourages employees to turn out lights when not in use, log out and put computers in sleep mode when away from the office, and share office appliances to reduce plug loads.
- III. Materials
  - A. ARC uses recycled paper goods and shipping supplies (some are from post-consumer content) and recycles all paper waste, as well as plastic, aluminum, and printer supplies. We encourage our suppliers and associates to follow this practice.
  - B. Employees are encouraged to use electronic media to reduce paper waste from printing.
  - C. Employees are encouraged to recycle all paper, aluminum, and plastic by providing recycling containers around the office. Recycling containers are labeled for your convenience.
  - D. Recycling food containers requires that the container be clean before placing in the recycling bin.
- IV. Indoor Environment
  - A. ARC maintains clean indoor air quality in accordance with the State of New Mexico's Deen Johnson Clean Indoor Air Act, the City of Albuquerque's Clean Indoor Air Ordinance, and EEOC and ADA laws. ARC is a smoke-free office and does not allow smoking, including electronic cigarettes, in any enclosed area or the patio of the facility.
  - B. ARC asks employees to also refrain from wearing strong scents.
  - C. ARC purchases environmentally friendly cleaning supplies to ensure healthy indoor air, and we require our cleaning contractor to use eco-friendly products and microwavable cleaning cloths.



## ***Substance Abuse Policy***

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**Policy:** ARC maintains a safe, productive, and drug-free environment.

**Procedures:**

- I. ARC prohibits the use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on ARC's or clients' premises or while performing an assignment. The following are strictly prohibited:
  - A. Being impaired or under the influence of legal or illegal drugs or alcohol away from ARC's or clients' premises if such impairment or influence adversely affects the employee's work performance, the employee's safety, the safety of others, or puts ARC's reputation at risk.
  - B. Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from ARC's or clients' premises if such activity or involvement adversely affects the employee's work performance, the employee's safety, the safety of others, or puts ARC's reputation at risk.
  - C. The presence of any detectable prohibited substances in the employee's system while at work, while on the premises of ARC or its clients, or while on company business. Prohibited substances include illegal drugs, alcohol, cannabis, cannabis products, and prescription drugs not taken in accordance with a prescription given to the employee.
- II. Violations of this policy are subject to disciplinary actions ranging from a letter of reprimand to suspension from work without pay, up to dismissal.
  - A. It is the responsibility of the employee's immediate supervisor to notify senior management and advise employees if ever they see changes in performance or behavior that suggest that an employee has a substance abuse problem.
  - B. Although it is not the supervisor's job to diagnose the problem, the supervisor should encourage such an employee to seek help and inform the employee about available resources for help at ARC and from outside entities.
  - C. Because all employees are expected to be concerned about working in a safe environment, they also should encourage their fellow employees who may have alcohol or other drug problems to seek help.
- III. Drug and Alcohol Testing
  - A. Testing Required by a Client
    1. Some of ARC's project work requires employees to visit public schools and local, state, and federal facilities. ARC may ask those employees to submit to drug or alcohol tests as required by the client.
    2. Post-accident Testing
      - a. ARC may ask any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol during the accident or injury event to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was injured, but also any employee who potentially contributed to the accident or injury event in any way.
    3. For Cause or Reasonable Suspicion Testing
      - a. ARC may ask an employee to submit to a drug test at any time if it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:
        - 1) Evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity.

- 2) Unusual conduct on the employee's part that suggests impairment or being under the influence of drugs or alcohol.
- 3) Negative performance patterns, or excessive and unexplained absenteeism or tardiness.
4. Random Testing
  - a. ARC reserves the right to implement random drug testing.
5. If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment.
  - a. In such a case, the employee will be given an opportunity to explain the circumstance(s) prior to any final employment action becoming effective.
6. Refusal to submit to a drug or alcohol test under company policy, or other failure to cooperate with the testing procedures, will result in immediate discharge from employment with ARC.
- B. If it is determined that an employee may be under the influence while at the office or at a job site, the immediate supervisor or management personnel will be responsible for driving the employee to a lab for urine specimen collection.
- C. An exception to this policy is the prescribed use of cannabis by an authorized health provider.
  1. The employee must present the prescription to their supervisor or personnel manager who will make a copy and place it in the employee's personnel file.
  2. ARC does not have to know what the prescription is used for because of HIPAA requirements, unless the employee discloses that information.
  3. Any employee with a prescription for medical marijuana will not be allowed to work on federal contracts because possession of marijuana is a violation of federal law.

## ***Background Check Policy***

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**Policy:** In order to ensure safety and meet federal, state, and local requirements, ARC enforces a background check policy that describes the terms and conditions under which background checks are conducted.

**Procedures:**

- I. ARC conducts background checks on all full-time, part-time, and temporary employees.
  - A. After ARC extends a contingent offer of employment to the applicant, a background check is conducted by a third-party administrator.
  - B. The type of information that can be collected by this agency includes, but is not limited to, social security verification, a national criminal and civil background check, national sex offender registry check, New Mexico motor vehicle records check, education, employment history, credit, and professional and personal references.
  - C. This process is conducted to verify the accuracy of the information provided by the candidate and determines suitability for employment.
  - D. ARC will ensure that all background checks are held in compliance with applicable federal and state statutes, such as the Fair Credit Reporting Act.
  - E. ARC reserves the right to make the sole determination about any employment decision arising from the background check.
- II. ARC requires all contractors who routinely perform work as sub-consultants under contract with ARC to comply with this policy.

## ***Electronic Media Policy***

---

**Policy:** It is the policy of ARC to provide the most up-to-date computer systems to handle the employee's daily workload. Violation of this policy could reflect negatively on the employee.

**Procedures:**

- I. Proper use of electronic devices provided by ARC
  - A. ARC's email, computer, internet service and voicemail systems are company property.
  - B. These systems are in place to facilitate your ability to do your job efficiently and productively. To that end, these systems are primarily for business purposes, and excessive personal use is prohibited.
  - C. ARC reserves the right to intercept, monitor, copy, review and download any communications or files you create or maintain on these systems.
  - D. Your communications and use of ARC's email, computer, internet service and voicemail systems will be held to the same standard as all other business communications.
    1. You are expected to use good judgment in your use of ARC's systems.
    2. Notify management of unsolicited, offensive materials received by any employee on any of these systems.
  - E. Your consent and compliance with email, computer, internet, and voicemail policies is a term and condition of your employment.
    1. Failure to abide by these rules or to consent to any interception, monitoring, copying, reviewing, and downloading of any communications or files is grounds for discipline, including termination.
- II. Phone system
  - A. It is **NOT** a requirement for employees to distribute their personal cell phone numbers to clients.
  - B. ARC provides tablets for employees to use on the job; however, the tablets may be used to receive and respond to phone calls or messages.
  - C. Voicemail messages are sent to the employee's ARC email.
  - D. ARC requires that all employees use the app for the current phone system upon employment.
    1. The IT director will assist employees on how to use the app in relation to ARC's phone system.
    2. Training will be provided to all existing employees and new employees regarding the phone system, as needed.

## **Social Media/Networking Policy**

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**Policy:** Employees should not expect privacy if ARC's equipment and/or network is used for social media and/or social networking.

**Procedures:**

- I. Rules Regarding Social Media and Social Networking
  - A. The absence of or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guidelines exist, employees should use their professional judgment and take the most prudent action possible.
  - B. ARC's equipment and internet services are provided primarily for business purposes; therefore, any communications using ARC's equipment and network are property of ARC. Violations may subject employees to termination.
  - C. Blogs and Social Media Networking
    1. Personal blogs, Facebook accounts, Instagram, etc., should have clear disclaimers that the views expressed by the author in the social networking universe is the author's alone and do not represent the views of ARC or ARC's clients and associates. Indicate that the views are those of the author and not on behalf of ARC.
    2. Information published on your social networking account(s) should comply with ARC's confidentiality and disclosure of proprietary data policies (Refer to Confidentiality and Disclosure below).
    3. Be respectful of ARC, other staff, customers, partners, clients, and competitors.
    4. Social media activities should not interfere with work commitments.
    5. Your online presence reflects ARC. Be aware that your actions captured via images, posts, or comments can reflect on ARC, and should not represent a conflict of interest with ARC, ARC's clients, or associates.
    6. Do not reference ARC's clients, partners, or customers without their express consent. In all cases, do not publish any information regarding a client or associated company during engagement with clients and associates.
    7. Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online.
    8. ARC's logos and trademarks may not be used without written consent.
- II. Confidentiality and Disclosure
  - A. All work, data, applications, and processes used in daily work for ARC, its clients, and associates are proprietary and confidential. They are not to be disclosed outside ARC's business activities unless otherwise noted by ARC and/or ARC's clients or associates.
  - B. All logos, trademarks, computer programs, graphics, photographs, data developed using ARC's equipment, data created during the execution of work for ARC, its clients, and associates, are the property of ARC.
  - C. All files on ARC's computers, network, and storage devices are also the property of ARC. Use of proprietary data outside ARC's business activities is forbidden unless ARC's management grants permission.

## ***Compensation and Performance Review Policy***

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**Policy:** ARC evaluates employees on an annual basis, or as needed, to assess job satisfaction and the employee's strengths, weaknesses, and/or achievements.

**Procedures:**

- I. Performance Reviews
  - A. ARC management will attempt to review the compensation and performance of each employee for overall appropriateness and individual achievement on an ongoing basis. As a general guideline, the employees should contact their supervisor to schedule reviews. These reviews will be performed at the following times:
    1. After the three-month probationary period.
    2. After one year of non-probationary service.
    3. After significant events (e.g., finishing a master's degree, licensure).
    4. At management's discretion.
    5. At the employee's reasonable request.
  - B. This policy does not provide for any automatic raises in pay. Rather, raises are considered on an individual case basis, which may or may not coincide with an employee's performance review.

## ***Pay Policy / Time Sheet Submittal***

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**Policy:** It is the policy of ARC to pay employees on a semi-monthly schedule.

**Procedures:**

- I. ARC employees are paid semi-monthly. If payday falls on a weekend or holiday, you may receive your pay on the next business day following the regularly scheduled payday.
- II. ARC has a direct deposit arrangement whereby your paycheck is automatically deposited in your personal bank account within two working days after time sheet submittal.
- III. Time sheets are submitted through ARC's Office Automation Website to the payroll manager twice a month, on the 1<sup>st</sup> and 16<sup>th</sup>.
  - A. Time sheets for the first pay period of the month (1 to 15) are due by 9:00 a.m. on the 16<sup>th</sup>. Time sheets for the second pay period of the month (16 to end) are due by 9:00 a.m. on the 1<sup>st</sup>.
  - B. If the time sheet due date falls on a weekend or holiday, time sheets will be submitted on the next working day.
  - C. **Due to business necessity, all staff members, salaried and hourly alike, are required to update their time sheets daily.**
  - D. Time sheets will not be filled out in advance, anticipating what one will be doing for the week. Unexpected occurrences may come up, e.g., illness, change in job assignment.
  - E. If the payday falls on a weekend or holiday, deposits may be delayed until the next business day.
  - F. Refer to ARC's automated website for timesheet and payday schedules.
  - G. Failure to submit timesheets by the deadline can cause unnecessary delays in the accountant depositing the paychecks on time.

## ***Employee Classification***

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**Policy:** ARC maintains six employee classifications

**Procedures:**

- I. Classifications
  - A. Principal
    1. A principal is a primary stockholder, a manager in the company, and a regular full-time employee.
  - B. Regular Full-Time Employee
    1. A regular full-time employee is an employee who routinely works **36 or more hours per week**, whose employment is not limited to a specific short-term contract or project and is either salaried or an hourly wage earner.
  - C. Regular Half-Time Employee
    1. A regular half-time employee is an employee who routinely works fewer than **36 hours per week** and more than 20 hours per week, whose employment is not limited to a specific short-term contract or project and is either salaried or an hourly wage earner.
  - D. Less than Half-Time Employee
    1. A less than half-time employee is an employee who routinely works **fewer than 20 hours per week**, whose employment is not limited to a specific short-term contract or project and is either salaried or an hourly wage earner.
  - E. Probationary Employee
    1. During the first three months of employment, any full-time or part-time employee is probationary, whether a salaried or an hourly wage earner.
  - F. Contract Employee
    2. A contract employee is employed for a specific term for a specific project and may be either salaried or an hourly wage earner.

*If there is a change in employee classification, a classification change date must be established, and all benefits and policies apply from that date.*



## ***Appearance and Dress Code Guidelines***

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**Policy:** Each employee's dress, grooming, and personal hygiene should be appropriate for the work environment and when representing ARC during normal working hours.

**Procedures:** At all times, employees are expected to present a professional, businesslike image to clients, prospects, and the public. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

- I. General Guidelines
  - A. Business casual attire is described as follows:
    1. For men—slacks, including chinos, khakis, or jeans with a shirt or sweater; dress shoes or street shoes.
    2. For women—skirt, or slacks, including chinos, khakis, or jeans with a shirt or sweater, business dress or pantsuit; dress shoes, street shoes, or dress sandals.
  - B. Inappropriate attire for all employees (regardless of gender identity):
    1. Jeans may be worn at the office during the regular work week. Jeans may **NOT** be worn on any day for off-site meetings or appointments. However, for off-site fieldwork or travel days without meetings, jeans are permissible attire. Jeans worn in the office and during fieldwork must be of appropriate style without cutouts, tears, stains, or excessive fading and wrinkling.
    2. Athletic clothing and athletic or running shoes may not be worn on-site except on Fridays. Running shoes may not be worn on any day for off-site meetings or appointments. However, sneakers and athletic shoes may be worn for off-site fieldwork, and sneakers are permissible on any day in the office.
    3. Visible body piercings, other than ears.
    4. Overalls, shorts, skorts, exercise or bike shorts.
    5. Backless, see-through, tight-fitting, spaghetti straps, extremely short or low-cut blouses/tops/dresses/skirts.
    6. T-shirts, Lycra™, spandex, midriff tops or tops that reveal midriffs during typical work tasks, tank tops, camisoles, or bathing suits.
    7. Bare feet, flip-flops (excluding sandals), or over-the-knee boots.
    8. Baseball hats worn indoors (except when entering or leaving a building).
    9. Visible foundation garments.
    10. Ripped, dirty, or disheveled clothing.
- II. Office workers and employees who have regular contact with the public and clients
  - A. Attire is expected to comply with standards that are normally accepted in similar business establishments. Employees should not wear suggestive clothing, running shoes, baseball hats, flip-flops, novelty buttons, or similar items of casual attire that do not present a businesslike appearance.
  - B. Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
  - C. Sideburns, mustaches, and beards should be neatly trimmed.
  - D. Tattoos and body piercings (other than earrings) should not be readily visible.
- III. Employees who do not regularly meet the public
  - A. These employees should follow basic requirements of safety and comfort and should be as neat and businesslike as working conditions permit. All employees must comply with the ARC guidelines for business casual attire described above and avoid inappropriate attire.

IV. Corrective Action

- A. Any employee who does not meet the standards of this policy will be required to take corrective action at the discretion of management, which may include leaving the premises to change. Nonexempt employees (employees who are subject to the minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for any work time missed because of failure to comply with this dress code policy.
- B. Continued violations of this policy may result in disciplinary action.
- C. ARC reserves the right to make exceptions and changes that may arise based on review of individual situations.

## **Work Schedule**

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**Policy:** ARC's office is open to the public from 8:00 a.m. to 5:00 p.m. (MST), Monday through Friday.

**Procedures:**

- I. ARC management expects full-time employees to work a minimum of 40 hours per week on a regular schedule. Variations from normal work hours may be approved on a case-by-case basis by your supervisor.
- II. Conflict of Interest
  - A. ARC requires full-time employees to disclose any work outside of your regular work for ARC. Notification in writing must be submitted to your supervisor immediately.
  - B. ARC has the right to deny permission for an employee to work on another job outside of your work for ARC if ARC determines the work is or has the potential to be a conflict of interest, will interfere with your assigned duties, or will interfere with project deadlines.
- III. Telework/Flexible Work Schedule
  - A. It is up to management or the assigned supervisor to make the decision to change work site placement aside from working at a particular job site.
  - B. A full-time employee is required to be in the office **at a minimum** three days or 24 hours a week, Part-time or less than half-time employees must get approval from their supervisor to work remotely. National, state, or local government orders to take shelter take precedence over this requirement.
  - C. Circumstances that may require an employee to work at home are:
    1. A national or international catastrophe or epidemic, whereas it is ordered by local, state, or federal government to minimize movement in the community.
    2. A circumstance, which may be personal in nature, that requires an employee to work from home.
  - D. ARC allows the use of the assigned employee's laptop/tablet to be taken home to conduct official business.
  - E. An employee must fulfill their work obligations and work hours.
  - F. It is important for the employee to use the automated office system (In/Out Board) to note when they are out of the office but working at home.
  - G. Should an employee get an important call to the office, the receptionist will text or email the employee to deliver the message as soon as it is received.
  - H. Cell phone numbers will not be released to the public or to clients unless express permission is first given by the employee.
  - I. It is imperative that the employee attend all required virtual meetings while working from home unless the employee is on a remote job assignment.
  - J. Violation of the remote work site procedures may result in disciplinary action.
  - K. ARC expects that all employees will report work hours in an honest and professional manner. Falsifying a time sheet is a reportable offense, with varying levels of consequences depending on the severity, duration, and number of incidents.
  - L. It is the responsibility of employees to check all correspondence regularly, such as emails and messaging, while on work assignments away from the office. However, this is not required for approved PTO days.

## ***Paid Time Off (PTO) Policy: Personal Leave & Holidays***

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**Policy:** ARC allows employees to earn paid time off or personal leave and adheres to the Healthy Workplaces Act approved by the state legislature effective July 1, 2022.

**Procedures:**

- I. Accrual rates
  - A. PTO is accrued by the employee on a per-month basis.
    1. PTO may to be used for vacation, illness (of the employee or family member), medical appointments, professional development (unless approved and paid for by ARC), and any other “leave” related issues.
    2. Accrual rates are based on applicable anniversary milestones per the attached schedule.
    3. According to the Healthy Workplaces Act, family member is defined as:
      - a. An employee’s spouse or domestic partner.
      - b. A person related to an employee or an employee’s spouse or domestic partner as a biological child, adopted child, foster child, stepchild, legal ward, or a child to whom the employee stands in *loco parentis*.
      - c. A biological, foster, step, or adoptive parent or legal guardian, or a person who stood in *loco parentis* when the employee was a minor child.
      - d. A grandparent or grandchild.
      - e. A biological, foster, step, or adopted sibling; a spouse or domestic partner of a family member.
      - f. An individual whose close association with the employee or the employee’s spouse or domestic partner is the equivalent of a family relationship.
- II. Rules for PTO
  - A. PTO is accrued immediately upon hire and can be used immediately per the Healthy Workplaces Act.
  - B. PTO time will be posted at the end of each month for employees to view.
  - C. PTO is not permitted to exceed the current balance of accumulated paid time off. Borrowing time from unearned personal leave or another person’s personal leave account is only permitted for unusual, extenuating circumstances and not for discretionary time off (medical or other).
  - D. Employee must submit a PTO request form to their project manager at least two weeks in advance for approval (except in cases of unforeseeable illness). Long-term PTO (more than two weeks at one time) may require additional consideration for approval. Long-term PTO may or may not be granted, depending on project scheduling. Please coordinate PTO with your supervisor.
  - E. PTO accrues during any period of service in pay status, including time spent on jury duty, military duty, etc.
  - F. At each employee’s anniversary date, accrued earned PTO—up to a maximum of 120 hours for full-time employees and 60 hours per half-time employees—will be carried into the employee’s next anniversary year.
  - G. Employees are not eligible for compensation for unused PTO at the end of each year, except upon termination or departure from employment.
  - H. Employees will be paid for their earned PTO time upon termination or departure from employment up to a maximum of 80 accrued hours.
  - I. Employees who earn 120 PTO hours or more per year may be required, at management’s discretion, to take paid time off during the Christmas-to-New-Year workweek.

- J. Employees who earn less than 120 PTO hours per year may be required to take leave without pay or use accrued PTO hours during the Christmas-to-New-Year workweek. It will be at the discretion of the employee to decide on using PTO or taking leave without pay during this time.
- K. Paid time to work over the holidays is limited to work dictated by the project manager for project deadlines set by contract, or if an employee must finish needed tasks to enable fellow project team members returning in January to effectively resume their work, or if an employee's project task scheduled for January depends on working during the holidays.
- L. Please Note: If there is a change in employee classification, the start date of accrual for PTO is the date of the change in status. For example, if an employee has worked less than 20 hours a week and then changes to working more than 20 hours, the employee is now eligible for paid time off. Every employee's paid time off start date would be the first day of the month after the status change, which is now the anniversary date for calculating paid time off.
- M. Paid Holidays
  - New Year's Day (January 1)**
  - Memorial Day (last Monday in May)**
  - Independence Day (July 4th)**
  - Labor Day (first Monday in September)**
  - Thanksgiving Day (fourth Thursday in November)**
  - Christmas Day (December 25)**

***If the holiday falls on a weekend, it will be observed either on the prior Friday or the following Monday as observed by the US Government.***

- N. Principle and regular full-time employees are eligible for paid holidays for a total of 8 hours per holiday
- O. Regular half-time employees are eligible for paid holidays for a total of 4 hours per holiday.
- P. Less than part-time employees are not eligible for paid holidays.
- Q. Probationary Employees are not eligible for paid holidays.
- R. Temporary and Contract Employees are not eligible for paid holidays, except when specifically stated in an agreed-upon contract.
- III. Change in employee classification will change the number of paid hours per holiday.
- IV. Leave without pay (LWOP)
  - A. Employees seeking leave must use accrued paid time off first, and will be paid according to that policy, on a pre-approved basis. If more time is required, the employee may take leave without pay, with advance approval of management.
  - B. Requests for extended leave will be considered on a case-by-case basis.
  - C. ARC may request an employee to take leave without pay in the case of a disciplinary action.
- V. Voting
  - A. An employee is allowed two hours off to vote on election day; however, it is up to the employee to use PTO or LWOP for this time off.

## ***PTO Policy: Rate of Accrual***

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Paid time off is accrued by the employee on a monthly basis. Accrual rates are based on applicable anniversary milestones per the schedule below. PTO can be used for vacations, illnesses, medical appointments, professional development outside of ARC, and any other leave-related issues. PTO extends to the illness of family members as defined by the Healthy Workplace Act in the previous PTO Policy section. Employees are not required to disclose the reasons for their PTO requests.

### **PTO Rate of accrual:**

According to the Healthy Workplaces Act, all employees who began employment on or after July 1, 2022, will begin earning PTO on the date of hire. The following reflects the rate of accrual:

#### I. Principal and Regular Full-time Employees

<b><u>Length of Continuous Regular Full-time Service</u></b>	<b><u>Annual PTO Earned</u></b>
12 months	80 hours
Over 12 months through 60 months	120 hours
Over 60 months through 120 months	160 hours
Over 120 months	200 hours

#### II. Regular Half-Time Employees

<b><u>Length of Continuous Regular Half-time Service</u></b>	<b><u>Annual PTO Earned</u></b>
12 months	40 hours
Over 12 months through 60 months	60 hours
Over 60 months through 120 months	80 hours
Over 120 months	100 hours

III. Less than half-time employees earn one hour for every 30 hours worked.

A PTO Request & Approval form (attached) is required for requested time off.

An employee does not have to fill out a PTO request if the time off is less than a day. The employee is required to indicate their status on the In/Out Board.

## ***Workers' Compensation***

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**Policy:** ARC complies with state and federal laws concerning Workers' Compensation.

**Procedures:**

- I. Work-related injuries
  - A. All work-related injuries must be reported to the employee's immediate supervisor within one hour or as soon as possible.
    1. An employee may notify the supervisor by phone; however, a written statement (via email or hard copy) must be submitted within 24 hours.
      - a. A Notice of Accident form is available from the receptionist or by making a copy of the accident form that is posted on the bulletin board in the kitchen.
    2. If the injury is serious or if the employee needs medical attention, it is crucial that the employee either goes to an emergency room (via ambulance) or urgent care facility immediately.
  - B. An employee has the right to seek information and assistance from an information specialist, or ombudsman, at the Workers' Compensation Administration.
    1. An employee may also contact the Workers' Comp office by calling 1-866-967-5667 or visit their website at [www.state.nm.us/wca](http://www.state.nm.us/wca)
- II. Your Rights
  - A. Your employer/insurer must pay all reasonable and necessary medical costs.
  - B. You may or may not have the right to choose your health care provider. If your employer/insurer has not given you written instruction about who chooses first, call an ombudsman.
  - C. If you are off work for more than 7 days, your employer/insurer must pay wage benefits to partially offset your lost wages.
  - D. If you suffer "permanent impairment," you may have the right to receive partial wage benefits for a longer period of time.

## ***Recycling***

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**Policy:** ARC realizes the importance of recycling and urges staff to comply.

**Procedures:**

- I. Recycling bins will be placed at strategic sites in the office.
  - A. What can be recycled?
    1. Paper and paper products
    2. Aluminum cans
    3. Plastic
    4. Cardboard
  - B. Glass is recycled by placing clean glass items in the kitchen and someone from the office will recycle them accordingly.
  - C. In the case of aluminum cans and/or plastic bottles, it is important to empty the contents of the product before placing into a bin. It is also necessary to ensure that plastic containers are clean before placing them in the recycling bins, e.g., lipstick stains, food residue.
- II. Recycling bins will be emptied at a minimum of once a week and placed in the city's recycling containers.
- III. Any items that have personal identifiers should be shredded first before placement in a recycling container.



## Overtime

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**Policy:** It is the policy of ARC to enforce the Fair Labor Standards Act (FLSA) which establishes minimum wage and overtime standards for employees and regulates the employment of children.

**Procedures:**

- I. Exempt Employees:
  - A. The FLSA exempts employees in executive, administrative, professional and/or supervisory capacities from its overtime regulations. This generally includes ARC management, degreed professionals, planners, and researchers. Most of ARC's regular full-time, regular half-time and less than half-time employees are exempt from the FLSA.
- II. Covered Employees or Non-Exempt Employees:
  - A. Non-exempt employees receive additional compensation for authorized overtime worked.
  - B. Overtime is time actually worked in excess of forty (40) hours in a standard work period of seven (7) consecutive days.
  - C. Overtime is paid at time-and-one-half the employee's regular rate of pay.
  - D. Overtime hours are computed on actual hours worked, excluding holidays and PTO hours.
  - E. ARC has determined that a work week is Monday to Sunday.

## ***Health Insurance***

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**Policy:** ARC currently offers group medical and dental insurance options.

**Procedures:**

- I. Employees of ARC are eligible for health insurance on the first of the month following their employment date and employment of at least 20 hours per week. Employees should apply for coverage prior to the eligibility date. Applications received after the eligibility date may result in significantly reduced benefits. Benefits are as follows:
  - A. Principal, Regular Full-Time, Regular Half-Time Employees covered under ARC's plans:
    1. ARC will pay a portion of the employee's monthly health insurance premium for medical and dental plans. This portion is subject to change at the discretion of management on a yearly basis. Please see the plan administrator.
    2. Eligible covered employees may elect to pay for their share of health insurance premiums with pre-tax dollars. The portion ARC pays for the employee is not considered income and not taxable.
  - B. Employees who are hired on a less than half-time or contract basis are **NOT** eligible to participate in the company's group health insurance plan.

***Please see the plan administrator for current plan details.***

## ***Health Reimbursement Account***

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**Policy:** ARC offers a Health Reimbursement Account to employees enrolled in ARC's health insurance.

**Procedures:**

- I. Employees who elect to participate in ARC's medical plan are automatically enrolled in the Health Reimbursement Account plan.
  - A. At the beginning of each plan year, which begins on January 1, ARC, in its sole discretion, will designate a certain amount of money for participating employees to use for qualifying benefits allowed by the plan. This amount is not taxable to the employee and is not included in the employee's salary.
  - B. ARC reserves the right to reduce the contributed amount in the plan to assure compliance with the restrictions imposed by law. ARC reserves the right to amend, modify, or terminate the plan at any time.
  - C. Participation shall terminate on the last day of employment for the employee or when an employee ceases to meet the eligibility requirements as outlined in the plan details.

***Please see the plan administrator for current plan details.***

## ***Flexible Spending Account (FSA)***

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**Policy:** ARC offers its employees the opportunity to enroll in the FSA.

**Procedures:**

- I. Employees of ARC are eligible for a Flexible Spending Account (FSA) on the first of the month following date of hire.
  - A. Section 125 of the Internal Revenue code allows employees to defer a portion of their gross income into a tax-free spending account that may be used to pay for medical, dental, and vision related expenses for the employee and eligible dependents.
    1. At the beginning of each plan year, which begins on January 1, employees will choose the annual amount of pre-tax contributions from their income up to the allowable maximum.
    2. This amount may only be changed during the year if there is a major change in the status of the employee.
    3. Contributions are automatically deducted from the employee's salary before taxes are withheld.
    4. The maximum amount deferred is set by ARC and is subject to change at the beginning of each plan year.
    5. Employees may also establish a separate dependent care expense account that may be used to reimburse eligible daycare expenses for adults or minors. This amount is subject to IRS limitations to be established each year.
- II. Participation shall terminate on the last day of employment for the employee, or when an employee ceases to meet the eligibility requirements as outlined in the plan details.

***Please see the plan administrator for current plan details.***

## ***Long-Term Disability Policy***

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**Policy:** ARC provides Long-Term Disability Insurance at no cost to the employee against the loss of earnings due to a long-term illness or injury, including Workers' Compensation.

**Procedures:**

- I. Qualifications
  - A. The plan provides employees who have completed one year of continuous service of over 20 hours per week with a benefit equivalent to 60% of their pre-disability earnings and a retirement continuation benefit.
  - B. ARC pays 100% of the premiums for this coverage.
  - C. Enrollment is automatic after completing the one-year employment requirement.
  - D. The plan pays benefits after a 90-day elimination period.
- II. Employees of ARC are eligible for Long-Term Disability (LTD) as follows:
  - A. Principal and Regular Full-Time Employees:
    1. Principals and regular full-time employees are automatically enrolled after completing 12 consecutive months of employment.
    2. To receive benefits from this plan, an employee must present satisfactory evidence of total disability (including Workers' Compensation disability) after completing the 90-day elimination period. The current provider determines if benefits will be paid under the insurance plan.
  - B. Regular Half-Time Employees:
    1. Regular half-time employees are eligible for the LTD plan if they have completed one year of continuous service of over 20 hours per week.
    2. To receive benefits from this plan, an employee must present satisfactory evidence of total disability (including Workers' Compensation disability) after completing the 90-day elimination period. The current provider determines if benefits will be paid under the insurance plan.
  - C. Less Than Half-Time Employees are **NOT** eligible for the LTD plan.
  - D. Probationary Employees are **NOT** eligible for the LTD plan.
  - E. Contract Employees are **NOT** eligible for the LTD plan.

***See the plan administrator for current plan details.***

## ***Group Life and Accidental Death and Reimbursement Policy***

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**Policy:** ARC offers insurance coverage for employee group life and AD&D benefits.

**Procedures:**

- I. Employees who have completed one year of continuous service of over 20 hours per week are eligible for a life benefit of \$20,000 and AD&D benefit of \$20,000.
  - A. Enrollment is automatic after completing the one-year employment requirement. ARC will pay the entire cost of group life and AD&D plans.
  - B. Employees of ARC are eligible for group life and AD&D coverage as follows:
    1. Principal and Regular Full-Time Employees
      - a. After completing 12 consecutive months of employment, ARC will pay the entire cost of group life and AD&D coverage.
    2. Regular half-time employees are eligible for the group life and AD&D plan if they have completed one year of continuous service of over 20 hours per week.
    3. Less than half-time employees are **not eligible** for the group life and AD&D plan.
    4. Probationary employees are **not eligible** for the group life and AD&D plan.
    5. Contract employees are **not eligible** for the group life and AD&D plan.

***See the plan administrator for current plan details.***

## ***Salary Reduction Simplified Employee Pension Plan (SARSEP)***

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**Policy:** ARC provides a retirement plan referred to as SARSEP.

**Procedures:**

- I. The Salary Reduction Simplified Employee Pension Plan (SARSEP) is a tax-deferred retirement plan. Each employee is responsible for establishing a custodial “SEP”-IRA account administered by the institution of his or her choice, to receive the SARSEP contributions.
  - A. Participating Employee Contributions
    1. For additional tax savings, employees may also elect to defer a portion of their salary to their SARSEP accounts through payroll deduction throughout the year.
    2. The employee's income deferral contribution is subject to FICA tax at the time of the contribution.
  - B. ARC Contributions
    1. Subject to IRS SARSEP regulations, ARC management has discretion in determining the amount of its employer contribution.
    2. This amount is a percentage of the employee's salary and is the same percentage for all eligible participants.
    3. At the time of contribution, these funds are not subject to FICA, federal withholding tax, FUTA, or New Mexico state withholding tax.
  - C. The combined total of ARC's contribution plus the employees' elective deferrals is limited by federal regulations.
  - D. To be eligible to participate in SARSEP, employees of ARC must:
    1. Be at least 21 years of age.
    2. Have worked for ARC in at least two of the immediately preceding five years
    3. Have received the U.S. Treasury Department's indexed minimum compensation from ARC for the year.
- II. Withdrawing SARSEP Contributions
  - A. Distributions from a SEP-IRA are generally subject to income tax for the year in which they are received. If a participant takes a withdrawal from a SEP-IRA before age 59 1/2, generally a 10% additional tax applies.

***Please see the SARSEP administrator for details.***

## ***Bonus Plans***

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**Policy:** A bonus may be awarded at management's discretion to employees on an individual performance and merit basis. ARC management determines eligibility and bonus levels.



## ***Professional Associations***

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**Policy:** ARC encourages employees to participate in professional associations.

**Procedures:**

- I. Employees are eligible for subsidies of professional association fees (such as APA, AIA, AICP) as follows:
  - A. Principal and Regular Full-Time Employees
    1. ARC may subsidize a salaried or hourly regular full-time employee's membership in one professional association per year as specifically approved in advance by management.
  - B. Regular Half-Time Employees
    1. ARC may subsidize a regular half-time employee's membership in one professional association per year as specifically approved in advance by management.
  - C. Less than Half-Time Employees basis are **NOT** eligible for paid membership in a professional association.
  - D. Probationary Employees are **NOT** eligible for paid membership in a professional association.
  - E. Contract Employees are **NOT** eligible for paid membership in a professional association.

## ***Conferences or Seminars***

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**Policy:** ARC encourages employees to participate in conferences or seminars, online or in person, to enhance their professional abilities or complete CEUs.

**Procedures:**

- I. Employees of ARC may be eligible for paid conferences or seminars as follows:
  - A. Principal and Regular Full-Time Employees:
    1. ARC may pay for a regular full-time employee's attendance and time spent at a professional conference or personal development seminar on a pre-approved basis.
  - B. Regular Half-Time Employees:
    1. ARC may pay for a regular half-time employee's attendance and time spent at a professional conference or personal development seminar on a pre-approved basis.
  - C. Less Than Half-Time Employees are **NOT** eligible to be paid for attendance and time spent at a professional conference or personal development seminar.
  - D. Probationary Employees are **NOT** eligible to be paid for attendance and time spent at a professional conference or personal development seminar.
  - E. Contract Employees are **NOT** eligible to be paid for attendance and time spent at a professional conference or personal development seminar.
  - F. Employees must make their request to their immediate supervisor to get approval.
    1. The request must contain all details regarding the training such as title of training, dates the employee will be out of the office, cost of training, location of training, and relevance to their profession.

## ***Jury Duty***

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**Policy:** ARC understands that jury duty is an integral civic duty.

**Procedures:**

- I. Employees on jury duty are expected to work as many of their regular hours as jury duty permits and are expected to return to work if they are released by the court.
  - A. If an employee is paid by ARC for time spent on jury duty and also receives compensation from the court, the latter should be reimbursed to ARC. The employee should retain compensation by the court for expenses.
  - B. Any employee of ARC serving on jury duty will receive their regular hourly equivalent rate of pay.
  - C. If an employee chooses to use PTO, then all compensation by the courts will be retained by the employee.

## ***Expenses and Mileage Reimbursement Policy***

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**Policy:** ARC reimburses employees for certain business expenses incurred by employees.

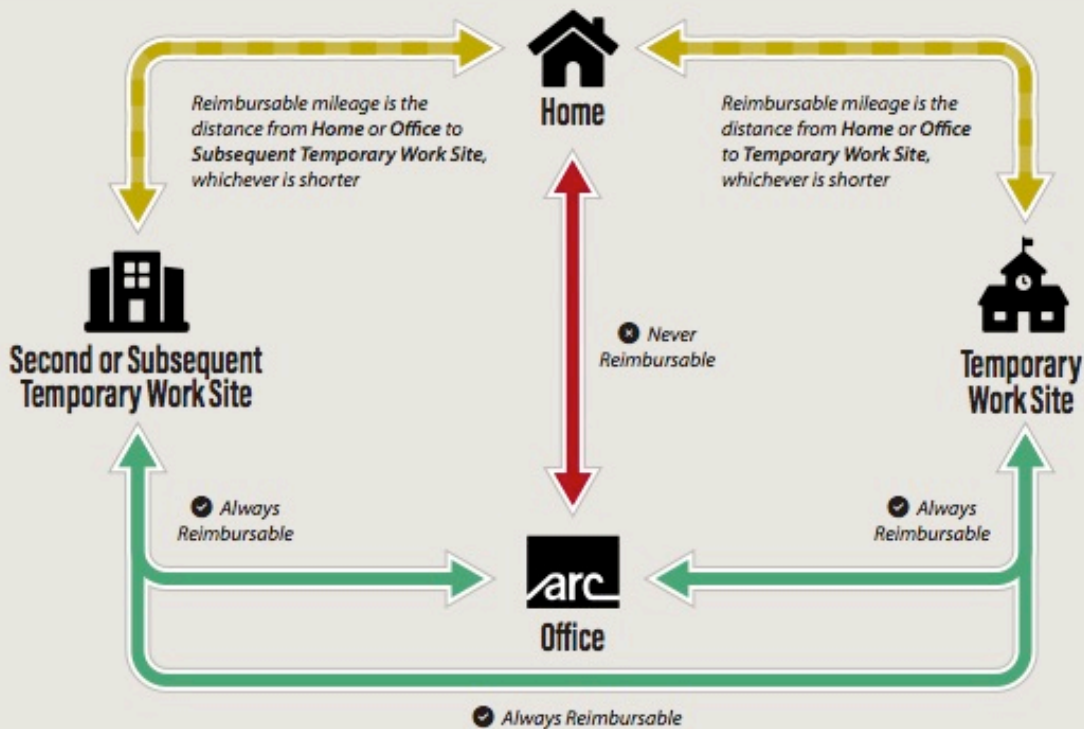
**Procedures:**

- I. Company Credit Card
  - A. ARC credit cards may be distributed to employees who travel or purchase items for the company on a regular basis.
    1. Use of a company credit card for personal use is prohibited.
  - B. All office expenses (travel, food, and supplies) must have a receipt.
    1. Mark the receipts with the project number and your initials and give them to the receptionist or place them on the reception desk on a timely basis, preferably within three (3) days of the charge.
    2. If the employee uses personal monies to pay for expenses, mark the receipts with the project number, your initials, and make copies of the receipts.
      - a. Attach the receipts to your next time sheet.
      - b. Enter them in the Office Automation on your time sheet for reimbursement.
    3. Any computer supply or equipment purchases must be approved by the IT director before purchasing.
      - a. The IT director may place an order for the supplies or equipment using his company credit card.
  - C. Use of personal credit cards is discouraged except in extenuating circumstances and with prior approval.
- II. Allowable Travel Expenses
  - A. Meals
    1. Breakfast, lunch, and dinner are allowed as business expenses for business trips that require overnight stays.
    2. Only one alcoholic drink per person is allowed with dinner.
    3. The purchase of snacks is not allowed on the company credit card, nor are they reimbursable.
    4. Items such as toothpaste, aspirin, clothing, and other commonly packed items are not generally reimbursable.
    5. Food allowance is capped at \$60 per day.
    6. If the employee pays for another employee's meal, indicate that on the receipt.
    7. Typically, ARC does not pay for client meals, but exceptions may apply. When applicable, make a note on the receipt that a guest's meal was purchased.
    8. Video rentals, entertainment, medication, parking for off-hour events, in-room movies, and laundry/dry cleaning are not chargeable.
  - B. Mileage
    1. Mileage for commuting from Home to the ARC Office and vice versa is not reimbursed.
    2. For travel between the Office and Temporary Work Site(s), mileage is reimbursed at the prevailing IRS rate for travel, unless the employee is using a rental car.
      - a. Mileage is reimbursed either from Home or ARC Office to the Temporary Work Site. The shorter of the two distances will be reimbursed.
      - b. A Temporary Work Site is defined as the employee's out-of-office work assignment that is *outside* of the employee's metropolitan area.

- c. The ARC Office is defined as ARC's address: 4906 Alameda Blvd NE, Suite A, Albuquerque, NM. Use this address when calculating miles from the ARC Office to Temporary Work Sites.
    - d. If there are one or more subsequential Temporary Work Sites outside of the metropolitan area, these mileages are reimbursable at the prevailing IRS rate for travel.
  - 3. Mileage is not reimbursed for travel from home to a business function within the Albuquerque metropolitan area that is away from the main office or vice versa.
  - 4. When requesting reimbursement for mileage, it is required that the employee indicate the mileage on their time sheet.
- C. Rental Cars
  - 1. A car should be rented when traveling more than 200 miles round trip.
  - 2. It is required that the employee uses the company credit card for car rental.
  - 3. The company credit card is used for the purchase of gas.
  - 4. The company credit card provides insurance coverage, which makes it unnecessary to get the coverage through the rental agency.
  - 5. Reservations should be made through the receptionist via the Travel Form (copies available on the counter in the copier room).
  - 6. If the employee prefers to use their personal vehicle, the reimbursement rate will equal the amount that a rental car agency would charge the company.
    - a. Contact the ARC business manager for details prior to a business trip.
- D. Lodging
  - 1. Hotel accommodations may be made if the destination is more than 60 miles from the office.
  - 2. Employees are required to fill out the Travel Form (attached) so that the receptionist may make reservations.
    - a. If an employee has a reward card/membership to a particular hotel, ensure that the receptionist has the information to make the reservations. It is permissible for an employee to make their own reservations.
  - 3. It is recommended that the hotel rate be reasonable for the location.
  - 4. Additional Travel Costs
    - a. Use of FedEx or UPS is allowed; however, the employee may have to call the receptionist to get the current account numbers for each.
    - b. It is permissible to charge for copies, additional batteries, memory sticks, etc., to support the work that is being done.
  - 5. If an employee needs to cancel a reservation, please go through the receptionist, or if you cancel it yourself, let the receptionist know immediately.
    - a. Charges may be incurred if the cancellation is not made 24 hours in advance.
- E. Airfare
  - 1. Airfare is considered a business expense and will always be covered for work trips.
  - 2. A rewards or preferred customer ranking may be used for benefits which will belong to the employee.
  - 3. Parking garage costs is an allowable expense.
- F. Lack of business expense documentation
  - 1. In the event that an employee does not have documentation of costs, like receipt(s), the employee must fill out an Affidavit of Incurred Expense (attached).
  - 2. An affidavit must be filled out for each transaction without documentation.

# MILEAGE REIMBURSEMENT

## Terms - Guidelines - Internal Revenue Service Rules



- Home:** The place where you reside. Per industry standards, ARC will not reimburse mileage between your home and the office.
- Office:** Architectural Research Consultants, Incorporated (ARC), located at 4906 Alameda Blvd NE, Suite A, Albuquerque, New Mexico, 87113.
- Temporary Work Site:** A place where your work assignment is brief—school, office building, etc. Because you have a central office, ARC can only reimburse your mileage to temporary work sites outside of your metropolitan area.
- Second or Subsequent Temporary Work Site:** ARC will reimburse your mileage from one temporary work site to each subsequent temporary work site.



Exceptions may apply. See IRS Publication 463 (2022), *Travel, Gift, and Car Expenses*: [https://www.irs.gov/publications/p463#en\\_US\\_2022\\_publink100033930](https://www.irs.gov/publications/p463#en_US_2022_publink100033930)

Revised Date: 2023-11-30

## ***Employee Termination/Resignation***

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**Policy:** Terminations/Resignations are to be treated in a confidential, consistent, and professional manner by all concerned.

**Procedures:**

- I. Employment with ARC is normally terminated through one of the following actions:
  - A. Resignation or voluntary departure by employee.
  - B. Dismissal or involuntary termination by the company for any reason at any time.
  - C. Layoff or termination due to a reduction of the work force, elimination of positions, or termination of a project.
  
- II. Employee's Request to Resign
  - A. An employee desiring to terminate employment, regardless of job classification, is expected to submit their notice in writing, giving as much notice as possible. Notice given two weeks or ten working days before departure allows sufficient time for management to reassign projects and administrative tasks.
  - B. If an employee resigns to join a competitor or refuses to reveal the future employer and the reasons for resignation, the company may require the employee to leave immediately rather than after the notice period. This request should not be construed as a reflection of an employee's integrity but merely as an action in the best interests of ARC.
  - C. When immediate voluntary termination occurs for the above reasons, the employee will receive pay "in lieu of notice" to a maximum of two weeks of pay, based on a 40-hour work week at the employee's straight-time pay rate or salary.
  
- III. Dismissal
  - A. An employee may be dismissed at any time, for any reason, at the sole and absolute discretion of company management
  - B. The company may, but is not required, give notice of its intent to dismiss an employee.
  
- IV. Termination
  - A. Upon notice of termination, the employee will surrender to the supervisor the following, as applicable:
    1. Company credit card
    2. Office keys
    3. ARC property
    4. Computer passwords
    5. Final timesheet with approval by supervisor
    6. ID badges and/or security badges
  - B. The employee must provide information about the location of paper and email files.
  - C. The employee may be given an exit interview(s).
  - D. Although it is not ARC's practice to provide a personal reference, ARC will verify basic employee information upon request by a prospective employer.
  
- V. Terminated employees will receive all earned pay at the time of departure; this includes accrued paid time off (PTO), with a maximum of 80 hours.

## ***COBRA Continuation***

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**Policy:** ARC offers health benefits to all employees.

**Procedures:**

- I. The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) requires employers with twenty (20) or more employees who sponsor group health plans to offer employees and their dependents the opportunity to maintain temporary health coverage (called “continuation coverage”).
- II. In the event of employment terminations or a significant life change, such as marital status, reduced hours, or other reasons, you have the right to continue ARC’s group health plan for medical and dental coverage for yourself and/or your dependents under COBRA for a period of six months, premiums paid in full by the individual employee.

***Please see the COBRA plan administrator for details.***



## ***Substance Abuse and Drug & Alcohol Testing Policies Acknowledgement***

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*ARC Employees: please print and sign this page and submit it to Human Resources to indicate that you have accessed and read the Architectural Research Consultants, Incorporated (ARC) Substance Abuse and Drug and Alcohol Testing Policies.*

I have read the Substance Abuse and Drug and Alcohol Testing Policies contained in the Architectural Research Consultants, Incorporated (ARC) Policies and Procedures and agree to the conditions of said policies. I further understand that I voluntarily enter into this agreement.

I understand that refusal to submit to a drug or alcohol test under company policy, or other failure to cooperate with the testing procedures, will result in immediate discharge from employment with ARC.

Your Name \_\_\_\_\_  
(printed)

Signature \_\_\_\_\_

Date \_\_\_\_\_

## ***Employee Receipt of Policies & Procedures***

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*ARC Employees: please print and sign this page and submit it to Human Resources to indicate that you have accessed and read the Architectural Research Consultants, Incorporated (ARC) policies and procedures.*

I have accessed the Architectural Research Consultants, Incorporated (ARC) policies and procedures and understand that I am responsible for becoming familiar with the policies and procedures described in it. I understand that the information contained in the policies and procedures represents management guidelines only, which may be modified from time to time. The policies and procedures manual is not considered a contract. I understand that neither the policies and procedures manual nor any other representations made by a management representative, at the time of hire or at any time during employment, are to be interpreted as a contract between ARC and any of its employees.

I further understand that I voluntarily enter employment, that I am free to resign at any time, and that ARC may terminate an employment relationship whenever it determines that it is in its best interest to do so and may do so with or without notice or cause. I understand that if I have questions or concerns regarding any of the contents or future changes made to this manual, I should speak to my supervisor.

Your Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## ***Covid-19 Guidelines***

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**Policy:** ARC strives to protect the safety and wellness of our employees and clients. Because of the most recent Covid-19 pandemic, ARC adheres to the restrictions of the Governor’s Executive Order and supports the preventative guidelines and recommendations of the New Mexico Department of Health and the Center for Disease Control.

**Procedures:**

- I. ARC encourages all employees to be vaccinated per pandemic order(s).
- II. ARC requires that employees who are not vaccinated wear a face mask at all times while inside ARC offices, and to practice social distancing.
- III. ARC requires that employees working off-site will follow our clients’ workplace policies regarding masks and social distancing.
- IV. ARC will retain a copy of each ARC employee’s proof of vaccination. Clients may require such documentation as a condition of work at their sites.
- V. Failure to follow ARC policies and procedures may result in disciplinary action.

I have read and understand the conditions set forth by ARC.

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## ***PTO Request and Approval Form***

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Employee: \_\_\_\_\_ Date: \_\_\_\_\_

*Please indicate your first and second choice for personal time off below, and return this form to the Administrative Desk. A copy, with approval or management's comments, will be returned to you.*

**FIRST CHOICE:**

\_\_\_\_\_ through \_\_\_\_\_  
Date/Time (If applicable) Date/Time (If applicable)

**SECOND CHOICE:**

\_\_\_\_\_ through \_\_\_\_\_  
Date/Time (If applicable) Date/Time (If applicable)

**TOTAL REQUESTED PTO HOURS:** \_\_\_\_\_

**ADMINISTRATIVE VERIFICATION**

Accrued PTO by requested time off: \_\_\_\_\_ hours

Accrual amount verified by: \_\_\_\_\_ (initials)

Supervisor verification of workload: \_\_\_\_\_ (initials)

**JPP's authorization:** \_\_\_\_\_ **Date:** \_\_\_\_\_



***Affidavit for Incurred Expense w/o Receipt***

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I, \_\_\_\_\_, affirm by affixing my signature to this document that the following information is true and correct.

This affidavit is in lieu of a receipt for an expenditure that occurred while on official business for ARC, Incorporated.

Project #: \_\_\_\_\_

Date of expense: \_\_\_\_\_

Expense amount: \_\_\_\_\_

Purpose of expense: \_\_\_\_\_

Name of business: \_\_\_\_\_

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Signature

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