

ACEC/MO General Employment Policies Survey

RESULTS (1/28/15)

TIME POLICIES

1. PTO - Does your firm use Paid Time Off (PTO) or the more traditional vacation / sick / holiday?
21 PTO
19 Vacation/sick/holiday
2. Carryover limitations for PTO or V/S/H – Do you have a “use it or lose it” policy over a set number of hours/days?
25 YES 15 NO
3. Carryover limitations for PTO or V/S/H – Do they stop accruing additional after a set number of hours/days?
21 YES 15 NO
4. Carryover limitations for PTO or V/S/H – If no limitation, do you pay out accruals in cash at any point?
10 YES 24 NO
5. Generally describe your PTO or vacation accrual schedule (ie, how much accrued in a year and how does it vary with years of service?):
 - Receive 40 hours of vacation time after 6 months of employment. 1-5 years = 3.07 hrs/pay period 6-14 years = 4.61 hrs/pay period 15 or more years = 6.15 hrs/pay period.
 - Vacation accrues at 2 weeks up to 5 yrs. 3 weeks up to 10 yrs. 4 weeks each year thereafter. 3 days of sick banks each January. 2 days of personal time banks each January.
 - 0-5 years, accrue up to 5 days; 5-10 10 days 11-15 15 days 16-20 20 days (max).
 - 2 weeks 0 to 5 years 3 weeks 6 to 10 years 4 weeks max after 11 years.
 - PTO is accrued: 120 hrs annually first 5 yrs, 160 hrs annually thereafter. After accruing 260 hrs, additional accruals roll over into extended sick leave PTO which can be used when PTO is exhausted for medical needs but is not a vested benefit when the employee terminates.
 - 3 weeks of vacation for licensed staff. 2 weeks of vacation for non-licensed staff. 2 weeks of sick time per year. Max accrual of 40 hrs.
 - Full time=2 weeks vacation yearly /carry over 40 hrs full time= 40 hours personal yearly/ no carry over.
 - Fulltime employees: 2 weeks per year for 0 - 5 yrs service 3 weeks per year after 5 yrs service; 4 weeks per year after 15 years of service.
 - Accrue up to 200 hours for 10yrs of service. 160hrs for under 10 years of service. Then stops until some is taken.
 - 2 wks 0-5 yrs of service, 3 wks 5+ yrs of service.
 - 0-4 20 5-9 24 10-14 26 15-20 28 20+ 30.
 - 6 days sick 2 weeks vacation 0-5 yrs 3 weeks vac 5-15 4 weeks vac >15 yrs.
 - Varies on years of service as well as if employee is an officer of the firm.
 - 2 weeks / yr. up to 5 years 3 weeks 5 - 15 years 4 weeks beyond 15 years.
 - Start at 2 weeks/year (or 10 days), increasing after 5 years by 1 day for every year of service, up to a maximum of 4 weeks.
 - 0-5 years 15 days PTO 6-10 years 20 days PTO after that one extra day for each year to a max of 25 days.
 - 0 through 4 years - 10 day/yr. 5 through 9 years - 12.5 days/yr. 10 years of more - 15 days Max carryover is 160 hrs.

- At the end of each calendar year, if the PTO accrual is over a maximum carry-over (360 hours in our case) the employee is paid for up to 40 hours of time that is over the carry-over limit. The employees loses, with no compensation, any additional hours that are over the carry-over limit.
- Salaried employees are provided an annual PTO allowance which increases in the number of days provided during an employees' career. Employees begin receiving monthly credits upon employment. 0 to 10 years of service gets 16 hours per month, 10 to 25 gets 19 hours per month, over 25 years gets 23 hours per month. PTO includes vacation, sick, and holidays. Maximum accumulated amount 300 hours for 0 to 10 years, 400 hours 10 to 25 years and 500 hours for over 25 years.
- 6 hours per pay period x 24 pay periods (approx. 4 weeks/year); 2-week carry-over limit; top management get 5 weeks.
- Vacation: 2 weeks (10 days) up to 2 year's employment, 12 days after 3 years, 13 days after 4, and 15 days after 5 years. Personal: 30 hours/year Sick: only as needed, no prescribed amount.
- 2 weeks vacation with the option of carrying over one week to the next year. So you can use up to 3 weeks in a year, if you only take one week the year before. After 5 years of employment, you get an additional day of vacation until 10 years. So after 10 years you will have 3 weeks vacation. Sick/Personal time is 2 weeks per year and is use it or lose it.
- Vacation - accrues upon DOH & every biweekly pay period. > 5 years - 80 hours & accrue an additional day each year up to 120 hrs. At 20 years of service & Principals - 160 hrs vac. Part Time accrue pro-rated hours. Sick - 40 hours/ year. Accrues every biweekly pay period. Max accrual is 160 hours. Sick time accrued past 160 hours is converted to Vacation time up to the max allowed. Part Time get pro-rated hours.
- It varies on the years of service up to 5 weeks of PTO.
- Completed Years of Employment Annual Accrual Maximum Accrual (2x Annual) 0 – 2 12 days 24 days 3 – 4 15 days 30 days 5 –6 17 days 34 days 7 – 9 20 days 40 days 10 – 14 21 days 42 days 15+ 23 days 46 days.
- 2 weeks vacation plus 40 hrs PTO to start.
- 1st - 5th year - 10 days 6th year - 11 days 7th year - 12 days 8th year - 13 days 9th year - 14 days 10th year - 15 days 12th year - 16 days 14th year - 17 days 16th year - 18 days 18th year - 19 days 20th year - 20 days.
- At hire, 80 hours per year At 5th Anniversary, 120 hours per year At 12th Anniversary, 160 hours per year.
- 0-10 years of service = 192 hrs PTO/year with 300 hrs max. accumulation 10-25 years of service = 228 hrs PTO/year with 400 hrs max. Over 25 years of service = 276 hrs PTO/year with 500 hrs max. If over the maximum accumulation limit, once per year the employee is paid \$0.50 per dollar of value for hours over the max.
- Varies with years of service. Accrues per pay period.
- 1st year: 3 weeks 5th year: 4 weeks 15th year: 5 weeks Can accrue up to 2X annual amount.
- 1-5 year accrues 15 days/year (monthly accrual); 5-15 accrues 20 days/year; over 15 accrue 25 days/year.
- We have a maximum of days carry over but generally pay for any additional vacation that would otherwise be lost. Vacation is typically only not taken because of high workloads.
- 16 days accrued per year for the first ten years, then an additional half day per year thereafter up to a maximum of 21 accrued days. Plus observe 7 holidays each year. (totals to 23 min to 28 max days per year).
- 2 wks for 0-5 years of service, 3 wk for 5-10 yrs, 4 wk for 10+years.
- 120 hrs up to 9 years 160 hrs between 9 and 24 200 hrs over 24 years Carryover is up to twice those amounts. Accrual amounts vary for different levels of part time status.

6. Overtime Pay - Do you pay overtime to salaried staff?

24 YES 15 NO

7. If so, do you pay it at straight time, time and one-half, or other basis?

19 Straight Time
2 Time and One-Half
4 Other Basis

8. If you do not pay for overtime, do you require salaried staff to show all uncompensated hours worked on their time sheets?

21 YES 5 NO

9. Flex Time Policies - Does your firm offer flex time?

34 YES 5 NO

10. If so, is it available to all staff?

29 YES 6 NO

11. Telecommuting / Work from Home - Does your firm allow employees to work from home?

26 YES 13 NO

If so, what categories of employees are allowed to do so?

- Done on an as needed basis (sick children, etc.)...
- Any employees whose job duties can be done from home.
- Depends on function and must have manager pre-approval.
- Engineers. (2)
- This is typically not done on a consistent basis, but more on an as needed basis - snow days, sick children, contractor coming to the home, etc. Generally this only work for professionals and some admin who don't need to be physically at project sites to accomplish their work.
- All except land surveyors and clerical staff.
- Depends on the circumstances: only professional.
- Unrestricted.
- As needed basis.
- Special circumstances only - requires approval.
- At the discretion of the division/branch manager, but typically project manager level and above.
- Work from home is only applicable in certain situations (Only non-exempt personnel, typically project managers or higher and some project engineers on a case-by-case basis.
- On a very limited and case by case basis we allow people to work from home. We do not have regular 'work from home' employees.
- All categories with approval from supervisor.
- Only for special occasions, such as weather related circumstances.
- They may work from home if sick.
- Exempt staff is allowed on a case by case basis and is very limited.
- Typically the higher level employees who have laptops.
- All categories. (3)
- On a limited, individual basis.
- All categories, but working from home is for occasional situations or special circumstances (sick child, snow covered roads). Nobody "works from home" on a regular basis.
- Under special circumstances - weather related, illness, etc. Not generally available without a compelling reason.
- Telecomputing is only allowed to address family issues (ie sick spouse/children).
- Only on an as needed basis.
- It is on a case by case basis and generally for short periods of time. Not as their full time status.

12. Do you require that telecommuters use company owned laptops or computers?

16 YES 14 NO

13. Other than requiring employees to attend meetings as needed, what other restrictions does your firm place on telecommuting / working from home?
- Only under special circumstances.
 - Their work environment must support a professional impression when on conference calls, etc. (no kids yelling, dogs barking, etc.)
 - None so far.
 - None. (3)
 - N/A. (2)
 - Details of what work has been performed weekly.
 - Accessibility at all times; prior approval or notice; identification of assignments.
 - Assure they are meeting the needs of their team and clients by being in the office as needed.
 - We VERY RARELY allow this.
 - Signed policy.
 - Only allowed on a limited basis when personal issues make it necessary.
 - Employees work at home only on occasion. We are on the Avatara Remote Desktop system, so employees can use any computer and access our system via the internet.
 - Just used on an occasional basis.
 - We do not have a clear policy. It is on a case by case basis using company equipment or VPNing into a company machine or limited access through a web based portal.

OTHER POLICIES

14. Employment Contracts - Does your firm use employment contracts for any of your employees?

11 YES 28 NO

15. If so, what elements are included in them:

11 Non-compete
10 Confidentiality
5 Stock purchase rights
3 Compensation
0 Other

Term of Agreement (Annual, 1 Year, 5 Year, etc)

- 3 years. (2)
- Time of employment.
- We do include non-compete restrictions regarding payments of some non-vested benefits upon termination.
- Thru term of employment.
- 5 years.
- As long as they are stockholders
- Only for stockholders; two year term.

16. If so, what categories of employees have contracts?

- All employees have to sign the confidentiality agreement prior to hire. We do not have "employment contracts".
- Some principals in certain situations.
- Varies.
- Owners/Board Members.
- Executive.
- Owners.
- Stockholders only. (3)
- Shareholders and other key employees.

- N/A.
- Shareholders only.
- Vice President level and above.

17. Drug Testing - Does your firm require drug testing?

14 YES 25 NO

18. Drug Testing - At time of employment?

11 YES 22 NO

19. Drug testing - Random times throughout employment?

11 YES 25 NO

20. Drug Testing - All employees or just certain categories? List the categories:

- Based on job site requirements, etc.
- All employees. (7)
- CDL Drivers - Random testing as per DOT requirements. Other employees - upon accident or suspicion.
- Everyone is subject to random drug testing, although after initial employment it is only applied to project teams on projects where random drug testing is required.
- All full-time personnel.
- All new hires.
- Certain employees whose job duties require drug testing for entrance onto job sites.
- Just employees working on projects that clients require it.
- We have had testing required to be onsite for certain projects, but this is not a company policy.
- Generally personnel who visit construction sites although random testing policy applies to all personnel.

21. Does your firm require background check for new employees?

17 YES 20 NO

22. Bonus methodologies - Does your firm have a written bonus policy?

16 YES 23 NO

23. Are your bonuses discretionary, or based on a formula?

34 Discretionary
8 Based on a formula

If formula, basically describe in general terms:

- There is a base bonus in proportion of their income to the total. The remainder of the bonus is performance: hitting utilization goal; employee rating by management; on project manager profitability; on department profitability. We share only the general categories considered, not the formula.
- We continually accrue for bonuses; however, payment of same is not guaranteed. That said, we have paid bonuses annually for at least the last 20 years, and probably forever. Non-exempt employee bonuses are a straight formula. For exempt employees, we provide employees a general description of how their bonuses are calculated, which is based on formulas but also allows some discretion by management to adjust final amounts to send the right message.
- Both. 1/3 Co. profitability, 2/3 office profitability, adjustments for performance, years of service is in the formula.

- Discretionary for non-shareholders, formula for shareholders.
- The total put in the pool is discretionary and the distribution is by formula.
- We use both - the formula is based on years of service and base salary.
- Starts out based on the percentage of salary being awarded to all employees; adjustments then made to individual bonuses based on performance as determined by our executive committee.
- Longevity, billability, overall company success.

24. Do you share this formula with your employees?

 9 YES 20 NO

25. What categories of employees are eligible for a bonus?

 31 All
 4 Salaried Only
 1 Project Managers
 3 Other

26. As a percent of salary, please give a range (low to high) of bonuses you typically pay:

- Discretionary - based on profitability of departments and company as a whole.
- Up to 10%.
- 0% - sends a message of poor performance. 40%+ - principals. Typical is in the range of 3 to 5% for most associates.
- 0 to 5%.
- 0 to 6%.
- 0 to 7%.
- 0 to 10%. (2)
- 0 to 25%.
- 0 to 35%.
- 0 to 100%.
- 1%.
- 1 to 2%. (2)
- 1 to 5%.
- 1 to 10%. (3)
- 1 to 15% of annual salary.
- 1 to 20% based on performance and company performance.
- 1 to 50%.
- 2 to 10%. (2)
- 2 to 12%.
- 2 to 15%.
- 2 to 20%.
- 2 to 30%.
- 3 to 10%.
- 3% Bonus is typical.
- 5 to 10%. (3)
- 5 - 12%.
- 5 to 25%. (2)
- 5 to 40%.

27. Employee Assistance Programs - Does your firm have an employee assistance program (EAP)?

 21 YES 16 NO

If so, what type of assistance is covered in your plan?

- Counseling on personal issues, legal resources, and financial resources.
- Very broad. On-line and telephone support for work, health, counseling issues. Our EAP can provide assistance with recommendations on day care, support for elderly relatives, substance abuse, mental health, etc.
- Counseling.
- About everything.
- Telephonic throughout life insurance company. Have chosen to not have a stand-alone EAP.
- Family issues, mental/stress, will prep, health info.
- Financial issues, emotional or family issues, substance abuse, retirement planning, etc.
- Behavioral, substance abuse, legal, marital, family.
- Education.
- Through ACEC Life/Health Trust policy.
- Employees can self-refer to the EAP, or be instructed to contact the EAP by management due to some apparent issue. Generally, it is for personal or psychological issues. It is seldom used but is quite inexpensive.
- As covered in latest medical insurance.
- Tuition reimbursement.

28. In your opinion, is your plan used by employees enough to justify offering it?

16 YES 6 NO

29. Who pays for the program?

21 Firm
2 Employee

30. Company Cars vs. Allowance - Other than field vehicles, does your firm provide company cars to any employees?

14 YES 25 NO

If so, what categories of employees?

- Officers.
- Senior vice Presidents/ President.
- President only.
- Owners/Board Members.
- Principals are provided with an auto allowance (not a car).
- Any.
- Stockholders.
- Senior management; branch management; sales representatives.
- President and principal owner.
- Partners, field employees.
- Shareholders only.
- Owners only.
- Principals. (2)
- Senior Managers.
- Owners and principals.

31. Does your firm provide a monthly auto allowance to any employees?

9 YES 29 NO

32. Retirement Plans - Does your firm provide a 401(k)?

38 YES 1 NO

33. Does your plan provide for a Company match or contribution?

32 YES 5 NO

If so, please describe the match or contribution (e.g. 3% of salary)

- 2%.
- 2.5%. - .50 to dollar on first 2% of annual earnings and then .25 on the next 6% of earnings.
- 3% of the first 6%.
- Company match up to 3%.
- 3% of salary. (5)
- 3% minimum or more contributed for safe harbor, but no match is required; everyone gets it.
- 3% of salary minimum, and another 50% match of deferrals up to 3% of salary discretionary based on overall profitability.
- 3.1%.
- 3.5% (100% of 1st% and 50% of 2%-6% employee contributions).
- Up to 4% of salary.
- 4%.
- 50% match up to employee contribution of 6%.
- 50% of the 1st 6% contributed.
- 50% of the first 4% contributed.
- 50% of first 6% contributed by employee.
- 50% of the first 6% contributed by employee.
- 50% match up to 6% of salary.
- 50 cents for every dollar the employee puts in.
- 100% of the first 3% contributed.
- We're an ESOP, and the ESOP contribution averages 4.5% of salary.
- Company matches 25% of employees contribution up to the Federal limit on contribution (presently \$17,500).
- Profit sharing - varies by company performance.
- Company match equals 60 percent of employee contributions up to 7 percent of base compensation. Match is made in company stock and/or cash.
- Company makes profit sharing contributions to all 401k, but it is not a match.
- Matching 0.625% of employee match up to a not-to-exceed of 5% match.
- Profit sharing up to 5%.
- Safe Harbor. 50% of employee contribution up to 3% of salary.
- Up to \$2,500 as a percentage of their contribution.
- We match 100% of the first 6% of employee contribution. Employee accounts are fully vested immediately.
- Match employee contribution into ESOP.

34. Do you automatically enroll new employees and make them opt out if they do not wish to participate?

25 YES 13 NO

35. Does your plan provide for an automatic increase of deferrals with an opt-out provision?

10 YES 25 NO

36. Medical insurance - What % of cost does the firm pay for employee premium and family premium?

Employee Premium:

- 60% (2)
- 70% (5)
- Approx. 65%
- 75% (4)

- 78%
- 80% (3)
- 85%
- 89%
- 93%
- 94%

- 100% (11)
- 100% + \$1000 of deductible
- 100% except for \$10 per month enrollment fee
- Unknown

Family Premium:

- 0% (6)
- 20-25%
- 25%
- 25% + \$2000 of deductible
- 40% (2)
- 50% (4)
- 55%
- 60% (3)
- Approx. 65%

- 70% (4)
- 73%
- 75% (3)
- 77%
- 78%
- 80% (2)
- 100%
- Unknown

37. Do you use the ACEC Life/Health Trust plan?

12 YES 27 NO

38. Do you provide a Health Savings Account (HSA)?

23 YES 16 NO

39. Is your firm self-insured for medical?

15 YES 24 NO

40. Does your firm have a wellness program?

18 YES 21 NO

If so, what is the % participation in your wellness program?

- 30% +
- 50%
- 53%
- 60%
- Approximately 80%
- 95% for the HRA to get discounted health care premiums. About 50% on the rest of the programs.
- Almost 100%. We have a wellness nurse come to the office monthly, and have varied programs that she administers. We do exercise and weight loss competitions, annual confidential blood testing, flu shots, vision and hearing screening on a sporadic basis, and some other stuff.

41. Does your firm pay for professional licenses?

38 YES 1 NO

If so, how many?

- All determined appropriate on a case by case basis.
- All they have. (4)
- Any applicable to business.
- As deemed necessary.

- As many are needed for the business.
- As many as needed by the firm.
- As many as you can justify having.
- As necessary for company business.
- As needed.
- Case specific, but generally two/employee.
- Employee pays for maintaining original license in home state, firm pays for all licenses in other states.
- Five different disciplines and in multiple states if requested by the firm.
- Generally two, more as needed if approved by manager.
- Home state. Additional states when approved by management as necessary.
- In Kansas and Missouri and other states where we do work or try to get work.
- MO, IL, and then as needed.
- No set limit.
- No set number per person depends on company needs.
- One unless needed in another state.
- They pay for their home state, we pay for other states where we have interests.
- Those beyond the employee's first license that are requested by the firm.
- Three.
- We do not limit the number of licenses we will pay for.

42. Does your firm pay for individual professional memberships?

37 YES 2 NO

If so, how many?

- 50% of cost for reasonable number of memberships.
- All.
- All determined appropriate on a case by case basis.
- As deemed necessary.
- Average of 1-3 per employee.
- Case specific, but generally two/employee.
- Depends on their level of involvement.
- Depends on role in firm.
- For associates of the firm.
- Generally two, more as needed if approved by manager.
- However many are applicable and necessary.
- No set limit. (2)
- No set limit. On a case by case basis.
- One. (2)
- One for most professional, more for executive level.
- One or more if you are active.
- One per employee.
- One typically but if someone wants to be active we review on an individual basis.
- Three.
- Two. (4)
- Typically one, but more if the individual is actively involved in the organization.
- Unknown.
- Up to three but they have to be active.
- Up to two, but there are exceptions for more on a case by case basis.
- We do not limit the number of professional memberships we will pay for.