

Effective: November 1, 2018

POLICIES, CULTURE, AND OPERATIONS
Section 3.1: Office Hours & Attendance

Bruner/Cott

ARCHITECTS

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Office Hours

At BCA, regular, full-time employees are scheduled to work a forty hour work week. The firm's standard office hours are 8:30am – 6:00pm Monday through Thursday with a 30-minute meal break and 8:30am - 12:30pm on Friday.

Project deadlines may require an employee to work beyond the normal workday or on weekends. When you work late, the firm will reimburse you for meals and transportation home. These expenses should be submitted via the regular expense reporting guidelines and are subject to approval. Comp-time for overtime may be given at the discretion of the Principal-in-Charge and approved by the firm's Partners.

BCA strives to be a family friendly organization, working with employees to create flexible schedules suitable both for employee and the firm. Deviations from standard office hours for employees are possible on a case-by-case basis upon approval by Director of Operations and firm leadership. Proposals for non-standard work hours schedule shall be submitted to Director of Operations for review. It is critical that non-standard working hours are clearly communicated with Principals, Director of Operations, project team(s) and colleagues with whom you are working.

Attendance/Tardiness

If you are going to be absent or late, it is your responsibility to contact your project team, Associate Principal, and Director of Operations as soon as possible via phone or email. If you are absent for several days, you must notify the office each day.

Working Remotely

The firm provides remote access for all employees. Our collaborative practice requires regular attendance, however working remotely is offered as a benefit to increase flexibility for employees on a case-by-case basis. If you have work assignments and tasks that can be done effectively and efficiently from a remote location, you may present a work plan proposal to your Principal-in-Charge for approval.