

Compensation Policy

Updated September 6, 2019

Our Compensation Policy allows us to foster equity by tying compensation to each employee's contribution to the firm, and by not rewarding negotiation skills or comparing previous salaries. Total compensation includes Salary, Benefits, and (when possible) Profit Sharing. At Bergmeyer, we adjust compensation based on some quantifiable and some hard to quantify factors. What is not hard to quantify, however, is our willingness to discuss your goals, your progress, and how they connect with Bergmeyer's mission as a company. We are committed to open dialogue about all the factors that make up compensation, and your place in the firm.

Salary

Each Fall, the Performance Committee meets over the course of several weeks to gather information from multiple sources and establish a baseline for evaluating salary. We are committed to fair and equitable pay and assign an accurate employee salary that fully compensates each individual based on many factors. These factors include:

- Benchmarking the market
- Financial Performance of the Firm
- Performance Reviews and associated competencies
- Attitude and Commitment to professional growth

Salary is reviewed annually in the Fall. Each employee will meet with a member of the Performance Committee who will discuss any adjustments that will be made to their salary. During that meeting, we ask that you sign a salary adjustment form to allow the new salary to go into effect. If you would like to request a discussion with the Performance Committee regarding your salary adjustment, please put your request in writing addressed to the Director of HR. Understand there will be a waiting period while we review all these factors, but that you will receive a response. Salary adjustments will only occur during the annual salary review period in the Fall.

A few more words about the salary adjustment factors:

Benchmarking the Market: We consult salary surveys, both local and national (AIA, IIDA, Design Intelligence). Surveys band people together based on the years of experience working since starting or finishing a degree program, but those dates don't tell the whole story. Some people take 7 years to get through school, and work the whole time. Others began accruing professional experience only after graduation. Some people worked for many years on one project, and their experience is narrow but strong. Others juggle multiple projects at varying speeds and develop a wide base of knowledge. The performance committee evaluates each employee's level of contribution at Bergmeyer relative to their experience.

Financial Performance of the Firm: Salary adjustments are based on the past and projected financial performance of the firm. Although we recognize the importance of personal financial matters, they do not factor into salary adjustments.

Performance Reviews and Associated Competencies: We are invested in the performance review cycle. Our review process evaluates your work by looking at it through the lens of at least three colleagues. We take the process seriously and information gathered in the review is considered during salary adjustments. This includes increasing job responsibilities and professional growth associated with promotions through the firm's project roles, functional titles, and corporate titles.

Attitude, Commitment and Drive: We evaluate how each employee demonstrates their attitude, drive, and commitment to success of the firm and as an individual practitioner. We look for markers that employees are working hard so our clients succeed and so that they can advance – ideally both at the same time. We are looking at evidence of your desire to keep learning and growing as an individual and a highly-valued team member.

Timing If your employment start date is after April 1st you will not be eligible for a salary increase in that year. You will, however, be eligible for profit sharing should the firm decide to distribute profits at year-end.

Benefits

Our benefit plans are comprehensive, and generous for the industry. We compare data with other design firms in Boston annually and know that our contributions are aligned with or ahead of our peers. When discussing compensation it's important to be aware of the list of less visible but equally important financial contributions the firm is making to our employees: Medical, Dental, HRA, Life Insurance, Disability Insurance, 401K plan and match, Workers Comp, Professional Exam and License Reimbursement, Paid Time Off, etc. There are also less-quantifiable benefits such as workplace flexibility, office culture and events, office amenities (such as our highly desirable Seaport location, sit to stand desks, etc.), and educational opportunities delivered in and out of house. Please ask for this list if you have any questions.

Profit Sharing

At year-end, the Board of Directors reviews the financial position of the firm and shares profits with employees based upon recommendations from the Performance Committee. The total profit of the firm is broken down into retained earnings (investment in our firm), stockholder dividends, and employee profit sharing. Individual amounts are calculated based on several factors:

Employee performance over the past year: Our performance review and goal setting process is foundational to recognizing professional growth and development achievements and opportunities. As in our salary review process, we use the information gathered on past performance and future goals as a consideration during profit sharing.

Evidence and quality of leadership: Many of our employees take on leadership roles at Bergmeyer both within their project teams and within the firm as a whole. Leadership can be demonstrated through many avenues, including examples such as involvement in firm committees or strategic initiatives, delivering valuable education and training sessions to peers, or exceptional mentorship of colleagues.

Client engagement and relationship development: Great projects and clients fuel our success as a firm. We review our past year's mix of clients and projects, and recognize the individuals and teams responsible for creating and sustaining relationships and opportunities with new and existing clients.

Profit sharing is variable year to year based on many factors, including the overall financial position of the firm, current and future firm-wide financial commitments (such as planned capital expenditures), and occurs at the discretion of the Board of Directors.