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Core Hours Policy

Updated November 1, 2019

As a bi-coastal firm that supports a healthy work-life balance for our employees through flexible schedules and remote work arrangements, it is important for Bergmeyer to establish Core Hours for our office. Core Hours are times when everyone commits to being in the office or a window within which meetings shall occur. It is important that essential meetings be scheduled during these times, as we recognize that many colleagues may be unable to attend essential meetings if they take place too early or too late in the day. This will allow us to ensure that the maximum number of people can attend important meetings which facilitates the widespread dissemination of critical information and avoids the unintended exclusion of some of our employees.

Bergmeyer's Core Hours are 11am – 4pm Eastern Time.

Meetings that should occur during core hours include all office meetings, regular committee meetings, staffing meetings, management team meetings (including business development meetings), and educational sessions. This also includes client work sessions and regular weekly project team meetings. We acknowledge that there can be occasions where the logistics are such that meetings cannot reasonably fit into core hours, and those should be proactively discussed well in advance with all projected attendees.

If you have any questions regarding this policy, do not hesitate to contact the Director of HR.