

# Employee compensation Manual

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**Employee Compensation**

The following information is meant to inform all employees about what they can expect regarding hourly wages for all positions within the organization. It is also meant to guide team managers with regards to identifying payroll expenses as they pertain to their departments.

In the effort to establish fair and transparent compensation packages for all current and future employees the below guidelines have been followed:
 **Fair/Living Wage**

All employees/members deserve a living wage and one that is additionally competitive and fair with respect to the local economy.

**Employee/Owner Compensation Ratios**

The compensation ratio between an employee and an owner may not exceed a 3 to 1 ratio. For example, if the lowest paid person is paid $22 per hour the highest paid person’s hourly wage may not exceed $66.

Highest to lowest paid employee shall fall within 10% of the median
As of October 1st, 2022, the average hourly wage was $34.23. The midpoint between the highest and lowest paid employees was $33.00 per hour, or a 1.03% variance.

**Cost of Living Adjustment**

This is calculated using the [U.S Bureau of Labor Statistics Web Site](https://www.bls.gov/news.release/cpi.t07.htm)

The average of all wages is used to determine the amount of wage increase that each employee receives. As example, in December 2021 the national COLA adjustment was 6.3% this yielded a yearly wage increase for all employees of $1.91.

It is the same for all employees. This wage increase will occur on January 1st unless otherwise determined by the Membership Board.

 **Wage Scale 2022-2027**

Compensation rates by position

 Production Department

Construction Manager $52-$60 Per Hour

Estimating/Contract Manager $52-$60 Per Hour

Project Manager $36-$46 Per Hour

Lead Carpenter $36-$42 Per Hour

Support Carpenter $26-$36 Per Hour

Project Supervisor $32-$38 Per Hour

Facilities/Safety Manager $28-$36 Per Hour

Design DepartmentDesign Manager $52-$60 Per Hour
Designer $36-$46 Per Hour

Administration

 General Manager/Sales/Marketing $52-$60 Per Hour

Admin and Accounts Assistant $30-$38 per hour

Administrative Assistant $26-$34 Per Hour

**Work Week**

A1DesignBuild maintains a 35-hour work week for all employees and members of all departments.

2.

**Employee benefits**

**Medical, Dental and Life Insurance**

On the first of the month following the date you have been employed here for 60 days you will be covered by our current Regence Blue Shield medical & dental policy.

If you choose not to participate in our coverage, you will be paid the current monthly rate of our base plan as a payroll addition.

During a temporary layoff, A1DesignBuild will continue to pay for this benefit.
If the layoff is indefinite, A1DesignBuild will inform you of this in writing and no further premiums will be paid for your medical coverage. If you are rehired within 120 days of this indefinite layoff, coverage will begin again on the first of the month following the date of rehire if:

**You had previously satisfied the 60-day waiting period, and**

**You had prior coverage under our Regence Blue Shield plan.**

If an employee already has medical coverage and therefore does not receive coverage by our group policy, the employee shall receive a supplemental taxable medical salary increase in leu of this medical insurance.

If your employment is terminated, for any reason, the organization’s monthly expenditure ceases for each one of your benefits.

**Additional Voluntary Healthcare Benefits**

You can also choose any of the voluntary benefits available to you through AFLAC (American Family Life Assurance Organization of Columbus). These include, but may not be limited to, their:

Cancer Protection Plan
Accident /Disability Plan
Short Term Disability

**Paid Time Off (PTO)**

The intent of our Vacation Policy is to offer paid time for you to get a break from work to recharge your batteries, as well as to spend quality time doing something besides work (e.g., time with family; hobbies; travel; etc.). P.T.O. benefits reflect the 35-hour work week.

Hourly Employees

90 days-1 year 1 Week 35 hours

Years 1-3 3 Weeks 105 Hours

Years 4-6 4 Weeks 140 hours

Years 7-9 5 Weeks 175 Hours

Years 10-12 6 Weeks 210 Hours

Years 12-14 7 Weeks 245 Hours

Years 15-17 8 Weeks 280 Hours

Years 18-20 9 Weeks 315 Hours

Years 21-23 10 Weeks 350 Hours

Hourly Employees with remaining previous year’s vacation hours at the time of their anniversary will be cashed out for that year’s unused hours at their current hourly rate.

No vacation time will be carried over from one year to another.

Salary Employees

Salaried Employees manage their own PTO per their employment agreement.

Salaried Employees are not cashed out for unused PTO.

**Sick Pay**

In accordance Washington State Initiative 1433, as of January 1, 2017, A1DesignBuild shall:

1. Provide all employees with 1-hour sick leave for every 40 hours worked including part-time and temporary/seasonal employees.
2. Pay Sick Leave at employee’s normal hourly rate
3. Allow employees to use accrued sick pay starting the 90th day after start of employment
4. Allow employees to carry over 40 hours of unused Sick Leave to following year
5. Allow employees to use sick leave as follows:
6. To care for themselves or their family member
7. When the employee’s workplace or their child’s school or place of care has been closed by a public official for any health-related reason
8. For absences that qualify for leave under the state’s Domestic Violence Leave Act.

Sick Pay is not available for salaried employees.

**Bereavement Leave**

Bereavement leave is offered to full-time employees.
In case of death in the immediate family, an employee will, on request, be granted leave of absence with pay for a maximum of three working days per incident.

Immediate family shall include any of the following persons: Father, mother, sibling or step sibling, child, step child, spouse, parent in-law, or domestic partner.

This benefit becomes available to employees who have worked here at least 90 days. Bring your request to our General Manager.

**SIMPLE IRA**

You are eligible to participate in this plan if on January 1 or July 1, you have already earned at least $5,000 at A1DesignBuild during the prior calendar year and are expected to earn at least $5,000 at A1DesignBuild during the current calendar year.

A1DesignBuild will match each dollar you contribute to your IRA up to 3% of your annual compensation value.

 **Cellphones**

The following people are required to provide their own Smart Phone and data package for use at work, at their cost:

1. Lead carpenter
2. Support carpenter
3. Facilities/Safety Manager

Employees may purchase their phone or data package through us and can save money, but it remains at your cost. If you do accept a data package contract through us and you then leave employment here, for whatever reason, you must accept the financial implications of that contract.

All employees may also add their immediate family members to our plan. Your fee to add family members will be at our cost and can be taken out of your paycheck (see costs below). If you do add a family member to our plan and you then leave employment here, for whatever reason, you must accept the financial implications of that contract(s).

If a phone is damaged during work and needs to be replaced, A1 will cover the expense of doing so. However, if your phone is damaged while you are using it for personal purposes (i.e. you leave it in your pocket while swimming with your kids on vacation) you are responsible for the replacement cost.

Coverage:

Unlimited text and calls including US Long Distance.

5 G.B. Mobile Data.

Basic Visual Voice Mail

Monthly Costs:

You will be charged according to the monthly cell phone cost of your line and associated costs. Insurance, data usage, additional features, hardware fees.
Employee Responsibility:

Employees and/or family members who leave during their current personal contract period are required to take over the “Assumption of Liability” of their contract and are responsible for all associated costs.

Employees who leave A1 employment and/or family members who cancel their line at any time before the end of their contract, are responsible for any termination fees and/or any other costs associated with the line if they do not assume the contract.

**Vehicle Mileage**

You will be reimbursed, on a monthly basis, for the business miles you travel in your personal vehicle. This coverage EXCLUDES commuting mileage (from your home to your first work-related destination (e.g. jobsite, lumber yard, office, etc.) and from your last work-related destination to your home). Mileage reimbursements are determined by the federal government.

You will accrue this vehicle mileage reimbursement upon employment commencement; you do not need to wait until you have completed your 90-day Introductory Period.

You are expected to track your own mileage using an application of your choice and at your expense…pen and paper do count if you are using odometer readings. To be reimbursed you must email a report of your mileage to your direct supervisor.

Construction Team

An additional mileage stipend is available to full-time construction staff. This stipend is generated based on distance travelled from the A1 office to each jobsite monthly.

Work from Home/Office Dwellers

Work from home I office dwellers: you will be reimbursed for the business miles you travel in your personal vehicle. To be practical about our actual time and fuel consumed, all mileage will be calculated from the AIDesignBuild office, regardless of where your actual trip begins. Example: you leave your home office to drive to a client's home. While you are not required to drive to the office first, you will record your mileage as if you had done so. This method equalizes mileage reimbursements for all employees regardless of where you live.

**Working From Home**

Guiding Principle: we don't amend our time sheets to reflect anything other than actual hours worked.

When an employee generally works from home but is traveling to the office to work, regardless of the time of day, we do not pay for travel time to and from the office. We view this as your general commute time as if it were the beginning or the end of your work day.

When an employee works from home but is traveling to a client's home (or to other places that are not the office) on behalf of the company, we do pay for travel time to and from your home (as if you were commuting to/from the office to visit a client).

See mileage policy for specific mileage tracking requirements.

**Use of Company Accounts**

Contractor prices on company accounts are available for you and must be paid through your own resources. A “no interest line of credit” with A1 up to $500.00 is available to employees for the purchase of tools and equipment required in their job description. A $50 minimum payroll deduction will apply to each paycheck until your account has a zero balance. You are required to get approval from your department manager and set up a payment plan prior to purchase. Failure to get approval for personal tool purchases may result in having the whole purchase amount deducted from your paycheck.

Employee Signature

Date

Name