

Lloyd Architects is a community-oriented and environmentally responsive design firm that practices quiet architecture—work that seamlessly blends into its surroundings. Our projects convey a practical elegance, resulting in timeless and meaningful spaces. We value architectural simplicity, social equity, building durability, and resource conservation strategies that result in healthy spaces for those who live, work, and play in the places we create.

Our clients and our community are at the center of all that we do, so building relationships and trust are deeply important to us. Whether we're thoughtfully preserving or adapting an existing building, or creating something completely new, we build on these relationships to create a project vision that results in more than we could have imagined alone.

Core Firm Values:

- + Community
- + Authenticity
- + Respect
- + Approachability
- + Intentionality

Along with our firm's mission statement, we believe strongly in assisting each employee in fulfilling his/her personal and professional goals and in creating a work environment that is professional, friendly, supportive and fun. Our tagline, Building From Here, conveys many messages related both to the work we pursue and our own personal development. We hope that you will find opportunities for growth that will be meaningful for you.

Orientation Period

All new employees have an introductory period that is at least ninety (90) days. This period gives you and our Firm an opportunity to see whether we are compatible. All employees are entitled to some benefits following the completion of a 90-day orientation period. Certain benefits are available only to full-time employees.

BENEFITS OVERVIEW

Design Review

Regular design reviews are scheduled to discuss current projects and broaden design awareness within the office.

Professional Development

All full-time employees are eligible to receive up to a \$500 annual stipend to cover continuing education costs, professional development classes, and study materials for exams.

Professional Licensing

Full-time employees who have been with the Firm for a period of one year may be reimbursed for professional licensing/registration examination fees after successfully completing each section of the exam. The firm will reimburse full-time employees for the following registration exams: Architecture Registration Examination (ARE), the LEED Green Associate, and the LEED AP exams.

Professional Membership Dues

For full-time employees, and upon approval, the Firm will pay annual dues for those who choose to join AIA, as associates or licensed architects, after the 90-day orientation period.

Medical Benefits: Signature Plan from Selecthealth

Full time employees are eligible to participate in the Firm's healthcare plan beginning on the first day of the month following 60 days of full time employment. The Firm pays 100% of the employee premium + 50% of premium for dependent(s).

Dental and vision benefits are also available to full time employees as part of the healthcare package. Lloyd Architects will reimburse up to \$750 of medical expenses incurred in the calendar year through the use of a Benefits Debit Card. Unused funds may be rolled over into the next calendar year.

Life Insurance Benefit

Basic Life benefit (\$50,000) from the Standard Insurance Company

Holidays

Full time employees are eligible for eleven holidays per year, including one "floating" holiday, a flexible date of the employee's choosing.

Paid Time Off (PTO)

Vacation, personal days off, and sick days (PTO) are important for renewal and revitalization and ensure greater productivity. All full-time employees are eligible for 15 days of paid PTO annually. During the first year of employment at Lloyd Architects, full time employees are eligible to use PTO after the 90-day orientation period and will accrue a prorated number of days for the remainder of the calendar year through December 31st. The full number of PTO days will be available for the following calendar year (beginning January 1).

Family and Medical Leave

Lloyd Architects offers up to 2 weeks of paid parental leave and an optional 6-week total time off with 2 weeks compensated and 4 weeks uncompensated.

401K Retirement Plan

Employees 21 and over are eligible to participate after three months of eligibility service. Employees may defer compensation on a pre-tax basis, and/or make Roth contributions on an after-tax basis. Lloyd Architects will make matching contributions in an amount equal to 100% of employee contributions that are not in excess of 3% of compensation, plus 50% of the amount of employee contributions that exceed 3% of compensation but do not exceed 5% of compensation.

Profit sharing / Referral fees

Lloyd Architects initiates a discretionary bonus to any employee who brings a project to the office. Lloyd Architects may provide a quarterly bonus at the discretion of management and based upon employee performance when the Company meets or exceeds profitability expectations upon the successful completion of a project and based upon overall profitability of the firm.

Flexible Working Schedule + Remote Work

Employees may work remotely according to role in the firm, and on a case-by-case basis. Lloyd Architects offers flexible working hours based upon firm, client and project needs first and then personal schedule.

Overtime Pay

For all hourly, nonexempt full time employees, overtime will be paid at the rate of 1 and ½ times their regular rate of pay for hours worked in excess of forty (40) in a workweek.

Other

Lloyd Architects will pay annual dues for membership at AAA or Costco. New memberships are available after the 90-day orientation period.

Payroll

Paychex handles our entire payroll. Employees will receive their paychecks on the 5th and the 20th of each month (or the following Monday if these dates fall on a Saturday or Sunday; or the first day after a holiday falling on these dates). Direct deposit is available for all employees.