

## **OFFICE GUIDELINES**

1. Organize everything by: Subject-Brand-Specification or Noun-Adjective (i.e. Sheathing-Huber-AdvanTech)
2. Date all material (letters, documents, literature, samples, etc.) as follows: DDMMYY (i.e. 09APR17)
3. Color code dot documents: Red – hot-urgent, Orange – semi-urgent, Yellow – important, Green – helpful, Blue – informative, Purple – inspiring, etc.
4. Round-off cents for reports: \$89.57 = \$90 and \$67.43 = \$67
5. Everyone is to keep a daily Time Log of projects worked on. We shall use “start-stop” times (to the 5 minute round-off) i.e. 9:35-11:50 = 2.25 hours, with a work phase code noted.
6. Save the backsides of all 8.5x11 paper for “scratch paper” (i.e. bad copies, old letters, junk mail). Put a pen line across the side no longer used. Place stack onto a clip board and use for note taking.
7. Separate and recycle all waste: fully used paper, plastics, metals, food, styrofoam, glass, etc. Any discarded sensitive documents to be shredded.
8. Please bring in your own coffee or tea from home, in a thermos.
9. It is wisest to bring your own lunch and snacks in, rather than going out to eat.
10. No microwave ovens allowed. Toaster oven is fine.
11. Silence is preferred for concentrating; low, soft, instrumental music is OK too.

## **DRESS CODE**

1. No suits and ties please.
2. No colognes or perfumes.
3. No ragged or beach clothes (tares, holes, tank tops, shorts, flip-flops, etc.)
4. No sweats or gym clothes. No tee-shirts.
5. No sexy clothes (low-cut tops, tight clothes, see-through, high heels, etc.)
6. Casual to business casual is fine. Dress shirts and good jeans are fine.

## **CONFIDENTIALITY**

1. All work emails to be on an encrypted server.
2. No personal and financial data to be on computers connected to the internet.
3. Do not speak sensitive information over cell phones, which are public airwaves.
4. Back-up work at end of day. Files to be kept in lockable, fire-safe, file cabinets.

## **OFFICE HOURS**

Assistant Director	Mon-Sat	8:00-4:00 (7 hrs)	= 42 hr/wk
Project Managers	Mon-Fri	7:30-4:30 (8 hrs)	= 40 hr/wk
Administrative Staff	Mon-Fri	8:30-4:30 (7 hrs)	= 35 hr/wk

Lunch is from 11:45-12:15; plus two 15 minute breaks -- AM at 9:45 and PM at 2:00.