



**JUST – APPLICABLE SECTIONS:**

- Full Time Employment

**EMPLOYMENT POLICY**

**Working Hours**

A normal workday is eight hours: 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., and the normal workweek is 40 hours Monday through Sunday. The office is normally closed Saturdays, Sundays and Holidays. However any Saturday and Sunday work will be considered overtime. (You must have 40 hours not including overtime before all of Saturday and Sunday is overtime.) Normal coffee break is 15 minutes once a day, subject to office procedures.

**Overtime/Compensation Time (only if authorized)**

There will be no overtime allowed unless employees work eight hours a day 40 hours per week. Overtime will be paid at the rate of one and one-half times the regular hourly rates. Employees must obtain prior approval from supervisor to work overtime.

1. Authorized PTO time is paid at straight time rates and is considered as time worked for computing overtime pay.
2. Hours worked on observed holidays will be compensated for and included with straight time to compute overtime.

<b>TOTAL MCG STAFF</b>	21
<b>TOTAL MCG FULL-TIME STAFF</b>	20
<b>TOTAL % FULL-TIME EMPLOYEES</b>	<b>95%</b>

Sincerely,

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John Weir, Principal Architect  
 AIA, NCARB, LEED-AP

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