

**JUST – APPLICABLE SECTIONS:**

- Full-time Employment

**REGULAR FULL-TIME**

Employees hired for an unspecified duration and regularly scheduled to work 40 hours or more per week. Regular full-time employees are eligible for the employee benefits program.

**HOURS OF WORK**

YGH's work week is 12:01 am Sunday through 12 midnight Saturday. The YGH office is open Monday through Friday, 8:00 am to 5:00 pm. All employees are expected to work their scheduled hours within this timeframe. Elevators remain unlocked from 7:00 am to 6:00 pm. Outside of these times employees will need to use the elevator key fob issued to them during orientation. If your key fob is lost or stolen, notify Human Resources immediately. YGH's lunch hour is normally from 12 noon to 1:00 pm.

**OVERTIME**

Non-exempt employees are paid on an hourly basis and are eligible for overtime pay. Employees will be paid at the rate of 1.5 times the regular rate for hours worked in excess of forty (40) hours per workweek. Overtime must be approved in advance by the employee's immediate supervisor. According to the federal Fair Labor Standards Act ("FLSA"), only actual hours worked are computed for purposes of determining hours worked for overtime calculation. Paid time off ("PTO"), holidays or any other time for which you are compensated, but not actually working, is not counted towards overtime. Exempt employees are paid on a salary basis and are not eligible for overtime pay. Exempt employees are expected to manage their own time. For example, to put in extra hours as needed, and after periods of long hours worked, to occasionally (with the approval of Human Resources and a Project Manager), take reasonable time off. Such time off is not guaranteed, not counted or banked, and is not paid out upon termination for any reason.

**SALARY BASIS**

It is our policy to comply with the salary basis requirements of the Fair Labor Standards Act. We want exempt employees to be aware of this policy and know that YGH does not allow deductions which violate the Fair Labor Standards Act. If you believe that an improper deduction has been made from your salary, you should immediately report this information to Human Resources or to a Principal. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction was taken, you will be promptly reimbursed for any such deduction.

Total YGH Staff	30
Total YGH Full-Time Staff	29
Total % Full-Time Employees	96%

Sincerely,



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Thomas R. Robbins, Principal

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