



FARR ASSOCIATES

7. CONTINUING EDUCATION + PROFESSIONAL DEVELOPMENT POLICY

Professional development in all forms is highly encouraged at Farr Associates. Farr Associates has a minimum fund of \$500 for each Full-Time equivalent employee for continuing education purposes.

There are various options for continuing education including training/conference attendance, licensing and registration, professional associations, and lunch & learns. Farr Associates pays a minimum of 50% of the associated costs for approved continuing education and allows employees to attend sessions during paid work time, as outlined below.

7.1 TRAINING/CONFERENCE ATTENDANCE

Employees are encouraged to develop their professional abilities through skills-based training and seminars. Employees are also encouraged to attend professional conferences on relevant topics, with the goal of communicating current trends and best practices back to the office.

Accordingly, as an added benefit, all employees may attend one professional training/conference per year. This benefit begins after one year of Full-Time employment. The choice about which training/conference to attend must be approved by your supervisor.

Farr Associates will cover the following costs:

- Registration fees
- All Transit expenses to and from the Training/Conference. This includes airfare, train fare, cab fare from home to airport to Conference Center and return. This does not include the use of a rental car or intermittent trips during the course of the Training/Conference.

All accommodations are the responsibility of the employee, unless approved by the employer. The employee is expected to provide for food expenditures and all other incidentals.

Time at the conference is considered regular, paid work time, but is limited to three days per year. If the employee chooses to attend for more than three days, then Paid Time Off or unpaid leave must be used to cover the absence. All time will be entered into the time-tracking system under 'Professional Development.' All other time will be entered as PTO past the allotted three days.



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If the employee leaves the firm within 30 days after the Training/Conference date, 100% of the incurred costs paid by the employer will be subtracted from the final paycheck. Furthermore, 66% of costs will be owed at 60 days past, and 33% will be owed at 90 days past.

7.2 LICENSING AND REGISTRATION

It is the goal of Farr Associates to have all employees to become state-licensed architects or AICP-registered professionals. Additionally, the company encourages all employees to become LEED accredited.

Farr Associates will grant Full-Time employees paid time off to sit for required licensing and registration examinations (ARE, AICP, LEED, etc.). Employees must notify supervisors in advance in order to be granted time off for examinations. In addition, the firm will pay the cost for taking professional exams when the employee passes.

7.3 PROFESSIONAL ASSOCIATIONS

After acquiring professional registrations, Farr Associates will pay for an employee's annual AIA and AICP dues and recurring NCARB and USGBC memberships. This is a benefit that applies to Full-Time employees only after six months of employment.

7.4 LUNCH & LEARNS

Farr Associates supports the continuing education of its employees by allowing various vendors to do presentations during lunch hours. In most cases, the vendor supplies lunch for the attendees.

While the firm encourages attendance at these events, the time spent doing so is unpaid, and represents an investment on the part of the employee toward their own professional development.

7.5 PROFESSIONAL WRITING & SPEAKING

Farr Associates supports and encourages its employees to participate in outside opportunities to promote the firm, sustainability, and the profession. Employees who wish to engage in professional writing and speaking opportunities are encouraged to discuss such opportunities with their supervisor in coordination with the firm's marketing director.

Cessime M. Perez-Olson, Operations Manager