

Worker-Friendly Working Conditions

AIA Seattle is committed to creating, maintaining and supporting a positive work environment that fosters worker happiness, productivity and job satisfaction. We seek to support staff members and their families, and work to accommodate the diverse needs of our staff.

AIA Seattle recognizes the important role many employees play as caretakers. At AIA Seattle's sole discretion, employees may be approved to take up to 12 weeks of unpaid family leave, in any rolling 12-month period, related to childbirth, adoption, to care for the employee's own serious health condition, or to care for the serious health condition of an immediate family member or domestic partner. Medical leaves requested for the employee's own serious health condition or disability will be analyzed under principles of reasonable accommodation.¹

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Flexible scheduling and telecommuting may be available, at the sole discretion of the Executive Director, for employees whose responsibilities are not inextricably linked to in-office presence. Employees wishing to request a flex schedule or telecommuting arrangement should talk with the Managing Director or if unavailable, the Executive Director.²

We will assess our efforts toward worker happiness with an annual, anonymous worker happiness survey. The results, and correlating level of worker happiness, are taken seriously by AIA Seattle leadership. The aggregate findings will be provided to all staff, and we will strive to address any shortcomings suggested in the survey.

¹ Excerpted from AIA Seattle Employee Handbook, Section 4.9 – Family and Medical Leave

² Excerpted from AIA Seattle Employee Handbook, Section 4.1 – Work Week