

evolveEA encourages employees to seek out professional development opportunities that will help you develop personally and professionally. In support of our values surrounding professional fulfillment, after completing the introductory period, evolveEA will reimburse you up to \$500 per fiscal year for professional related events and will pay for your time at the seminar. Travel time is not considered paid time. This stipend is paid as a reimbursable towards an education-related event(s) of interest to the employee, e.g. seminar, workshop, or conference.

If an employee becomes aware of a particular seminar, conference or training that he or she believes is appropriate for enhancing skills relating to her or his position, a request may be submitted to a Principal for consideration of professional development time off and reimbursement. Employees are responsible for any costs incurred above the stipend. An employee is eligible for this after their probationary period and is pro-rated during the first year. This benefit is per calendar year and does not accrue from year to year.

evolveEA typically also pays for the successful completion of professional and certification exams (e.g. architecture licensure exams, LEED exams, etc.,) as a reimbursement, as approved by the Principals. Membership in the American Institute of Architects is reimbursable up to \$150/year.

Lunch and learns are part of the culture of learning and professional development at evolveEA. Any employee can propose a lunch and learn topic that they may deliver, or may arrange for others to make the presentation. The office will buy lunch for approved topics.

Annual fees for maintenance of architectural licensure in Pennsylvania are reimbursable up to \$50/year. Maintenance of credentials and renewal are the responsibility of the employee.