

Remote Work/Flex-Time Schedule Policy

IDS, at its core, is a service organization focusing on our client's needs and the projects they trust us to develop. The ongoing success of our firm is dependent on all of us providing the exemplary service our clients have come to expect from IDS. The need for flexibility in our daily work life is also recognized as very important. Each of us has a variety of personal commitments and needs and it is important to maintain a reasonable work/life balance.

Remote Work Option:

We currently have two work schedule options. You can choose a traditional work schedule or a hybrid work schedule. If you choose to work the hybrid schedule, the in-office weekly requirement is a 2 days minimum. The other 3 days may be remote workdays. The 2 day in-office option is the minimum requirement; however, it is still acceptable to work 3, 4, or 5 days in the office to accommodate project needs. It's also acceptable to adjust your schedule weekly to accommodate your project efforts and your home schedule. We hope this flexibility will enhance everyone's productivity and your balance between work and home.

Remote Workdays:

If you are using the hybrid schedule, please communicate your weekly schedule with your department directors and your project managers. Also, please update your calendar every week and indicate your remote workdays. This information is critical to directors and managers when trying to schedule meetings, field work, etc. Please try to make your in-office days those days when you can coordinate in-person with your project teammates. A key component to the quality of our documents is the one-to-one coordination that takes place between disciplines. It's sometimes difficult to accomplish these efforts remotely. Please coordinate your schedules with your team members to make the most effective use of your in-office workdays.

Flex-Time Policy:

The flex-time policy will allow you to choose one of the following five options as your base work schedule on a Monday thru Friday basis.

- 6:30 AM to 3:30 PM
- 7:00 AM to 4:00 PM
- 7:30 AM to 4:30 PM
- 8:00 AM to 5:00 PM
- 8:30 AM to 5:30 PM

Core hours for collaboration and meetings will be from 8:30 AM to 3:30 PM. Project Managers are asked to respect their team member's schedules and schedule meetings within these core hours. Team members, conversely, are asked to be flexible and recognize that you may occasionally be asked to attend a meeting outside of your base schedule.

The lunch hour will be maintained at 12:00 PM to 1:00 PM for all schedule options. Overtime hours will consist of all hours worked outside your base schedule and your base schedule will need to consist of 40 hours per week. 30 minutes of your lunch hour may be utilized to fulfill any required overtime to accomplish project schedules.

You will select one of the options as your base schedule and publish this schedule on your Outlook calendar.

You will be permitted to modify your base schedule to another schedule option as needed. It is understood that variations will occur, but it is vitally important that you update your calendar and communicate any schedule changes to your team members and Department Directors.

The business hours of 7:30 AM to 4:30 PM will be "public" posted hours.

Our goal is to provide flexibility with our daily schedules while respecting each other and providing the best possible service to our clients.