

Welcome to Engineering Management, Inc.!



Engineering Management, Inc. is located in Lawrenceville, GA right in the heart of Gwinnett County. We are easily accessible from GA Hwy. 20 and GA Hwy. 316.

We are a small company with a wonderful working atmosphere! Although we enjoy a 'low-key' culture, we pride ourselves in offering our clients excellent services and project management.

In this packet, you will discover some of the benefits offered to employees as well as general practices to get you started.



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Engineering Management, Inc.

Civil and Environmental Engineers

Incorporated in 1996, Engineering Management, Inc. (EMI) is a collaboration of planners, engineers, biologists, and managers with background and experience from larger firms, private industry and State and local government. The continued vision of the Company is to provide comprehensive, practical and cost-effective solutions for environmental facilities, roads and pedestrian walkways and recreational infrastructure.

Our cross section of experience and background brings together the technical, operational, managerial and regulatory perspective to every project or activity resulting in a commonsense approach with solid results.

EMI maintains “in house” capability for project funding procurement, complete permit processing through State and Federal agencies, environmental assessments, system evaluation and management, facility operations, utility rate analysis, and general consulting. Our firm is headquartered at 303 Swanson Drive in Lawrenceville, Georgia in a 6,500 square foot facility, designed and owned by the company.

The company utilizes the latest technology in Civil/ Environmental design and analysis software, multiple plotters scanners, high speed printers, and surveying equipment. A fleet of corporately owned (on and off road) vehicles are maintained. EMI also provides full-service water and wastewater plant operations as well as ongoing stream and watershed monitoring services. The latest in water sampling and analysis equipment is also maintained by the company.

We are actively involved in the Georgia Rural Water Association, Georgia Association of Water Professionals, local Chambers of Commerce in the communities in which we serve, and other professional organizations in our industry.

Capabilities and Services

Engineering Management, Inc. (EMI) and its dedicated professionals have a combined experience of over 150 years in the field of general civil and environmental engineering including financial feasibility studies, funding procurement, program administration, design services, full permitting capability, construction inspection, and facility operations. The firm has a wide variety of capability in consulting as well as design services. EMI presently employs 29 professionals and 5 dedicated sub-consultants.

Feasibility studies - Funding procurement - Program management - Water system design - General Consulting - Water treatment plant design - Water reclamation facility design - Ground water resources - NPDES monitoring - Water storage facilities design - Water Reservoir site selection - State and Federal Permitting - Standards development - Road design - Pedestrian walkway design - Nature trail design - Sanitary sewer system design - System mapping and modeling - Firing range design - Storm water management and hydrology - Flood plain mapping - Capital Improvements programming and future capacity studies – Wetlands delineation - Site selection studies – Land and easement procurement – Utility rate and financial capacity analyses – Watershed assessments and Watershed protection plans - Stream modeling -- General consulting – Water and waste water system operations - Operator training - Construction Inspection – Utility relocation – System evaluation and management.

Testimonials

Jim Conley, Mayor
City of Blairsville, Georgia

"The Town of Braselton trusts EMI to provide us with effective and efficient solutions based on not just their vast expertise but also their over 4 decades of knowledge of our systems."

Jennifer Scott, Town Manager
Town of Braselton, Georgia

"The City of Helen has worked with principles of Engineering Management, Inc. (EMI) for over twenty years. EMI has provided the City of Helen exceptional service in the areas of water and wastewater operations, a wide variety of consulting services, project development, funding procurement as well as design, engineering and construction management. There is no doubt that the City of Helen's water and wastewater system has become a more stable and efficient system with the assistance of EMI. The City of Helen is extremely pleased with our partnership with EMI and would highly recommend their services."

Jerry Elkins, City Manager
City of Helen, Georgia

"For well over a decade, EMI has provided the City of Hiawassee with outstanding support in all of our needs. Water, Wastewater, water Audits, funding, EPD compliance and the list goes on. We are very fortunate to have EMI as great partners. We look forward to a continued superb relationship."

Liz Ordiales, Mayor
City of Hiawassee, Georgia

These are some of the government agencies that EMI work with:



Summary of Benefits

Pay Periods

Employees are paid on a bi-weekly basis (26 paychecks per year). We offer direct deposit of your paycheck into your personal checking and/or saving account.

Vacation

For full-time personnel (working 40 hours per week), twelve (12) days per year.

After five years of employment fifteen (15) days per year.

After ten years of employment twenty (20) days per year.

For part-time personnel, vacation is accrued on a pro-rated basis, based on the number of days you work per week.

Accrual begins with your first full pay period.

Full-time employees, 80 hours of vacation may be rolled over to the next calendar year.

Part-time employees, the number of hours that can be rolled over to the next calendar year is pro-rated based on the number of days you work per week.

Typically, EMI does not pay accrued vacation if you should leave the company; however, this ultimately would be up to the discretion of management.

Holidays

For full-time employees, we offer ten (10) paid holidays, plus one (1) floating holiday every six months (one January 1st and one July 1st). If your floating holidays are not used in the year accrued, they will be forfeited.

For part-time employees, we would still offer the same holidays; however, holiday hours would be pro-rated based on the number of hours you work per week.

Engineering Management, Inc. Holidays

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

New Year's Day

Sick Leave

For full-time employees, we offer five (5) days of sick leave per year. For part-time employees, sick leave hours would be pro-rated based on the number of days you work per week. If your sick days are not used in the year accrued, they will be forfeited.

401(k) Retirement Plan

After one (1) year of employment you would be eligible to participate in our 401(k) Retirement Plan through The Hartford. You must also be 21 years of age or older. If you choose to participate in the 401(k) Retirement Plan, your pre-determined deferral amount will be deducted from each paycheck on a pre-tax basis. EMI may choose to match a portion of the amount you have deducted from your pay. This is a discretionary match which is analyzed periodically by management as to its feasibility at that time, based on economic factors.

*Health Insurance**

We offer health, vision and dental insurance for Employee Only, Employee and Spouse, or Family coverage. EMI pays one-half the premium for this insurance. EMI pays the full premium for short and long-term disability insurance as well as life insurance for each employee.

AFLAC Supplemental Insurance* is available for purchase after 90 days of employment. This is entirely voluntary, and would be for such policies as supplemental life, accident, cancer and long-term care insurance. (EMI does not participate in the cost of these policies.)

**Insurance premiums are pre-tax due to our Section 125 program, with the exception of any supplemental life or long-term care policies through AFLAC. Other AFLAC policies such as cancer and accident would be pre-tax deductions.*

Company Vehicles

Several company vehicles are available to check out if you have a trip to a project site or client meeting. If you drive your personal vehicle, you will be reimbursed at a rate of \$.55/mile.

Company Get-Togethers

We get together frequently for lunches or other outings, just to spend time with each other in a fun, relaxing atmosphere. EMI sometimes furnishes the entire meal; sometimes we furnish meats, drinks, etc. and ask everyone to prepare their 'specialty' and bring it in to share.

Culture

We have a low-key, low-stress atmosphere. We dress in a business casual manner, or as appropriate for field work or client meetings. We work as a team, doing whatever is necessary to get the job done. A Company Dress Code is attached.

Work at Home Policy

EMI has adopted a work at home or "telecommuting" policy as recommended by our insurance carrier and professional organizations. It is a brief and general policy, but an acknowledgement needs to be signed and on file by all persons that are authorized to "telecommute".

Drug-Free Workplace Policy

It is the desire of Engineering Management, Inc. (EMI) to ensure a safe environment for its employees and customers. To this end, the unlawful manufacture, sale, distribution, dispensation, possession or use of a controlled substance or marijuana is prohibited in the EMI workplace. Employees violating this policy will be subject to suspension and/or termination.

EMI is developing a drug-free awareness program to inform employees about:

- The dangers of drug abuse in the workplace
- EMI's policy of maintaining a drug-free workplace
- Available drug counseling, rehabilitation, and employee assistance programs
- Penalties that may be imposed upon employees for drug abuse violations

Important awareness information may be found at

<http://www.drugawarenessandprevention.org>

By providing each employee with a copy of this policy, the employee shall:

- Abide by the terms of the policy as a condition of employment
- Notify the Company of any criminal drug statute conviction for a violation occurring in the workplace within five (5) days of the conviction

This policy was adopted by Engineering Management, Inc. on March 11th, 2015.

Dress Code Policy

Management intends that work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization, yet not "stuffy" or offensively flashy.

This policy is intended to define:

- Appropriate "casual business attire" during normal business operations inside the walls of EMI
- Appropriate "fieldwork attire" when working on sites or proposed sites
- Respectful "business attire" when meeting with clients, agencies, etc.

Fair or not, unprofessional appearance and attire of a single employee reflects poorly on an entire business. For example, if any of us are at a City Hall or Government function and others perceive our attire as unprofessional or underdressed, or even un-kept, then EMI is represented negatively. This may put

doubt in the client's mind that we are capable or that we care enough about their business.

EMI and its employee should be thankful and recognize that our dress code is certainly more lax than most other professional service offices. This is allowed to boost our morale, improve quality and productivity, therefore, creating a more comfortable work environment. It is also allowed because most often we can rely on our employees to recognize situations when more formal or appropriate dress is necessary.

However, there is no perfect or exact definition of casual attire or business attire, etc. And we all come from differing backgrounds which affects our personal opinions of acceptable dress in certain situations. Therefore, to promote unity for current employees, and provide direction for future employees, EMI has established a simple dress code policy.

The key to sustaining an appropriate casual business attire program is the use of common sense and good judgement and applying a dress practice that the Company deems conducive to our business environment. If you put something on and wonder to yourself if it is appropriate to wear for your work that day, it is probably not. When in doubt, over dress!

Guidelines for Basic Daily Operations:

Casual Business Attire: Casual business attire is to be worn Monday through Friday. This is when we are working in the building and working amongst ourselves. This is a minimum requirement; of course, more formal attire such as suits, blazers, ties, dresses, business suits, etc. are permitted. Examples of appropriate business casual attire include:

- Slacks, skirts, dresses or Dockers
- Nice jeans without holes or faded or strings
- Polo shirts or golf shirts with collars
- Oxford style button-down shirts
- Sweaters/cardigans or blouses
- Loafers, leather shoes, sandals or nice boots

Unacceptable Business Casual Attire:

- Plain or pocket T-shirts
- Cutoffs
- Athletic wear
- Old/Faded jeans
- Flip Flops

Field Work Attire: Field work attire is for when we will visit job sites or construction sites and we anticipate getting muddy, grubby, or dirty or will be in the woods exploring and exerting, etc. This is a minimum requirement; of course, more formal attire is permitted if you wish. Examples of appropriate field work attire include:

- Slacks or Dockers (khaki or cargo shorts in extreme hot weather)
- Older/faded jeans but without holes
- Golf shirts/collared shirts
- Blouses
- Sneakers or boots
- Hats
- EMI shirts

Unacceptable Field Work Attire:

- Plain or pocket T-shirts
- Athletic wear
- Flip flops

Business Attire: Business attire is to be worn when meeting with a client such as an elected official at their place, in a municipal building or at any other professional setting. This also applies when meeting with important agencies such as EPD, USDA, GEFA, DOT, etc. Examples of these situations include official council or commission meetings, bid openings, preconstruction conferences, any project meeting involving city/county officials and/or other engineers, meetings with or at EPD or a funding agency, any professional conference, a marketing meeting with perspective clients, etc. This can also apply to meeting with any of these entities at EMI. This attire is when we want to put our better foot forward to represent the company in more formal and public situations. Examples of appropriate business attire include:

- Dress slacks, dresses, or skirts
- Dress shirts or blouses with buttons and collars
- Very nice polo shirts
- Belt
- Dress shoes
- Possibly blazers, sport coats, and tie
- Sweaters

Unacceptable Business Attire:

- Any T-shirts
- Shorts
- Hats
- Golf shirts
- Athletic wear
- Jeans of any kind

In summary, common sense is required to utilize any dress code. Not every situation and article of clothing can or should be covered in the dress code of a company that is an enjoyable place to work. Each EMI employee should always dress respectfully for the situation at hand, and never wear anything to reflect poorly on our company, or even cast a shadow of a doubt on our commitment to excellence. On the rare occasion when a prospective client or funding agency representative may be visiting our office, the person arranging the visit should see to it that the office staff is notified appropriately for obvious reasons.

Partners

Fletcher Holliday	President
Jerry Hood	Chief Executive Officer
Chip McGaughey, P.E.	Vice President
Russ Brink, P.E.	Vice President, Secretary
Rick Barron	Assistant Vice President
Greg Bennett	Assistant Vice President

Checklist

- ❖ Insurance employee election form
- ❖ Insurance employee enrollment form
- ❖ Beneficiary form
- ❖ Federal, State and I-9 forms
- ❖ Direct deposit enrollment
- ❖ Georgia new hire form
- ❖ Emergency contact form
- ❖ Employee calendar
- ❖ Reimbursable forms
- ❖ Timesheets
- ❖ Phone
- ❖ Computer
- ❖ Email account