

# **Administrative And General Office Procedures**

**October, 2001**

## Table of Contents

Hours of Work.....	1
Telephone Procedures.....	1
Updating Personnel Records.....	2
Writing Correspondence.....	3
Filing Correspondence.....	3
Archiving Correspondence.....	4
Filing.....	5
Creating a Project Folder.....	6
Project File Maintenance.....	6
Closing a Project File.....	7
Archiving a Project File and Back-Up Material.....	8
Outgoing Mail.....	8
Incoming Mail.....	9
U.P.S.....	9
Federal Express.....	9
Computer Hard Disk Back-Up.....	10
Messenger Service.....	10
Packing Slips.....	10
Cash Advances.....	10
Purchase Orders.....	11
Timesheets.....	13
Cold Weather Testing.....	14
Stack Testing.....	14
Hotwire Testing.....	14
Expense Reports.....	15
Release of Report Information.....	16
Travel Procedures.....	17
Travel & Lodging Reservation Changes.....	17
Rental Cars.....	17
Personal Cars.....	17
Safety Procedures.....	18
Safety Clothing.....	18
Work Related Accidents.....	19
Professionalism.....	20
Separation From Employment.....	21
Voluntary Resignation.....	21
Layoffs.....	21
Dismissal.....	21
Appendix A Timesheets.....	22
Appendix B Company Holidays.....	30
Appendix C Expense Reports.....	32
Appendix D Project Files.....	36

## **HOURS OF WORK**

Office hours are 8:00 a.m. to 5:00 p.m. with one hour for lunch, or 8:30 a.m. to 5:00 p.m. with one half hour for lunch. Other hours which result in an eight-hour day may be arranged with the approval of the Group Manager.

Fieldwork hours are the scheduled hours of the project.

## **TELEPHONE PROCEDURE**

Many incoming calls are received by a receptionist and are forwarded to the appropriate party. All phone conversations must be conducted with courtesy, responsiveness, and interest in our clients' needs. We prefer that you answer all incoming calls by saying "Good morning/afternoon, Clean Air Engineering, this is (Joe Doe)."

***YOU NEVER GET A SECOND CHANCE TO MAKE A FIRST IMPRESSION!*** Put a smile in your voice, try to answer before the first ring ends, and if you have to put someone on hold, it is your responsibility to connect them to the proper party as quickly as possible.

For those offices with voice mail, we request that your voice mail message be changed daily or weekly to reflect your schedule and transfer your calls directly to voice mail (5001) when out of the office.

## **UPDATING PERSONNEL RECORDS**

The Accounting Department/Human Resources Department should be advised of changes in your personal status.

Correct personal information will ensure that you have up-to-date complete coverage in profit sharing, insurance, and other benefit plans. We may need to use the information in your behalf in case of an emergency or illness.

In the event that any of the following items should change, please notify the Accounting Department/Human Resources Department immediately:

- Name.
- Address.
- Telephone Number.
- Marital Status.
- Number of Children or Other Dependents.
- Beneficiary of Your Benefit Plans.
- Person to Notify in an Emergency.
- Driver's License Status.

## WRITING CORRESPONDENCE

Clean Air has established guidelines for writing correspondence. All correspondence written on Macintosh computers will be in Helvetica 12 font and size. The format used for correspondence is Block Style and may be referred to in *The Gregg Reference Manual*. Correspondence should be uniform throughout the company.

When writing correspondence for a project, make sure to "carbon copy" to the job file. This also ensures that correspondence is easily referenced to the job. The procedure is as follows:

- Generate the document.
- **Spell Check** the document.
- Don't forget page number headers for second and subsequent pages (headers should always include client name, page number, and date).
- Always close with the following:  
Sincerely,  
CLEAN AIR ENGINEERING, INC.

(Signature)  
Individual's Name  
Title

- Print out the final document onto the appropriate letterhead or second sheet stationary (if your printer does not allow this; then after printing, copy it onto the appropriate letterhead or second sheet stationary. After copying the plain paper printout throw it away. This is an unsigned document which does not indicate that it was ever sent by the author).
- **Sign the document**
- Copy this signed document and place in the appropriate file(s).

note: A fax is as binding as a mailed letter in most cases. Therefore all faxes should include the client's fax number immediately below the client's address. Also the confirmation page from the fax machine should be filed with the correspondence.

## FILING CORRESPONDENCE

Whenever correspondence is received or created (incoming or outgoing), there must be a filed record of it. Along with filing correspondence in a Project File (for example) and additional copy needs to be filed in a Correspondence File.

The Correspondence File will generally be kept in one drawer, alphabetical by the name of the person writing the correspondence. This file is cleared out in the beginning of each new year, either archiving or saving one previous year for easy reference. Some employees need to be reminded that we have a correspondence file for things they may be holding on to. Attempt to secure all correspondence for proper processing.

Again, remember:

When copying outgoing correspondence prior to routing, copy the **SIGNED LETTER ON LETTERHEAD**. This is the copy we keep in our files. Recycle any copies which are not on letterhead and signed. They only confuse the person attempting to make sense of correspondence.

## **ARCHIVING CORRESPONDENCE**

Keep current and possibly the previous year's correspondence easily accessible. Old correspondence can be archived after 2 years by filing into a corrugated file box with lid and label contents along with "DO NOT DESTROY" and have placed in the Archive room located in the basement of the Palatine office.

## FILING

Each office location has the following files:

1. General Correspondence File:  
All correspondence between the company and any other person or company is filed by employee name. In addition, all phone notes, messages, sketches, and miscellaneous notes not associated with a project should be filed here.
2. Literature File  
All sales catalogs and sales brochures for products and services (excluding consultants) are filed here.
3. Technical Library File  
Technical information; reprints, books, magazines, and articles for technical reference are stored in our library. This allows for local control of frequently referenced material.
4. Project File  
Information on projects including copies of request for proposal, proposal, project release, protocol, plan, field notes, office notes, time sheets, and invoices are filed here by project number.
5. Magnetic or Media File  
All computer archive disks, which are not report or project, related are stored here.
6. Blank Forms File  
Blank time sheets, expense reports, P.O.s, form originals, and other standard forms are filed here.
7. Statement of Capabilities  
All technical requirements and sample reports are filed here.
8. Consultant Information
9. Owner's Manual File  
The Owner's manual for computers, copy machines, fax machines, etc. are filed here.

Each satellite office shall have as a minimum a correspondence file, a project file and a literature file.

Departments may elect to maintain their own correspondence files separately from the office correspondence file. The correspondence file must be located in a convenient central location and under no circumstances shall original correspondence be stored in a desk or credenza. We also strongly recommend that literature and technical information be directed to the proper files for others to share. If you have reference books that you will share send the catalog information to the technical file showing your office as the shelf location. You can then control the access to this material.

Closed department or closed office files are merged with an on-going filing system, and they become the responsibility of that office to safeguard and handle inquiries and requests for copies.

## **CREATING A PROJECT FOLDER**

A Project File is opened when a Project Release Form is received from the Accounting Department. It is the responsibility of the salesperson to fill out this form and turn it into the Accounting Department located in the Palatine office for project number assignment. A computer generated Project release Form template in Excel format can be extracted from the accounting department.

The Accounting Department assigns a number to the Project Release Form, which is then forwarded to the work department.

Using a blue six-part folder, make labels for the 6 departments as follows:

- Correspondence
- Interoffice Correspondence
- Proposal
- Administration
- Expenses
- Invoices

This label template is available on the Palatine Server. Attach a copy of the Project File contents list to the outside of the blue folder. This list is found in Appendix D.

Each department should then create a pendaflex folder that should be placed in the project folder file drawer.

After the project file is created, you will need to obtain the original proposal from the proposal drawer. This document consists of the proposal, costing sheet, RFQ (request for quote) and sales person's notes. Use a copy of the Project Release Form to file in its place for the proposal file drawer. Do not remove the manila folder from the proposal drawer.

The signed Client Purchase Order should be placed in the Project Folder as soon as it is received from the client. A Project Release Form is not assigned a job/project number until we have a Purchase Order number from the client. This may be a verbal agreement, as long as a written Purchase Order is soon to follow. The Purchase Order needs to be filed into the Project File under the "Administration" section. Project Folder Purchase Orders are also necessary for invoicing at the completion of the project.

At this point, with the Project File created, we move into Project File Maintenance.

## **PROJECT FILE MAINTENANCE**

Completed forms, notes and payables posted to jobs are received on a continuous basis while the file is considered open. In this stage of Project File Maintenance, administrative personnel act as a liaison between technical, management and accounting personnel, always keeping in mind that documentation is vital to the Project File.

## **PROJECT FILE MAINTENANCE (Continued)**

When testing personnel return to the office, they supply a variety of documentation forwarded to the Project File. Some of the documentation received from testing personnel is as follows:

- Field Time Sheets
- Air Bills
- Chain of Custodies
- Test Leader's Field Notes
- Expense Reports

When the Field Time Sheets are received, someone should check them for a signature at the job site and the original copy is filed under "ADMINISTRATION" in the Project File. It is recommended to keep a copy of all of the Field Time Sheets in a 3-ring binder so that other crewmembers can access it for their own time sheets.

Air Bills may be received for samples or equipment shipped to or from the job site. Make copies of these for later reference against the actual accounts payable bill and file them into the "EXPENSES" section of the Project File.

Chain of Custodies received from the field are filed in the "ADMINISTRATION" section. Field Notes are filed in the "INTEROFFICE CORRESPONDENCE" section of the Project File.

All Accounts Payable bills posted for a job are copied for the Project File and filed in the "EXPENSES" after approval by the Business Leader/Project Manager. These are also important when invoicing a customer on a per diem rate, or for changing extras on a job. Examples of Account Payable bills are: rented equipment, on-site trailer rental, Federal Express or other shipping bills, laboratory analysis, or any other items purchased to complete a job.

The Correspondence and Interoffice Correspondence sections of the Project File are self-explanatory. Any notes, phone conversations and correspondence either incoming or outgoing needs to be in the Project File. These too, are necessary pieces of documentation that without, can mean the loss of money to Clean Air.

The "INVOICES" section of the Project Folder is where the blue copy of all invoices to the client and any other related documentation is stored. The white, yellow and green copies of the invoice are mailed to the client. The pink and gold copies of the invoice are given to the Accounting Department.

When the client remits payments to Clean Air, the Accounting Department will provide a copy of said payment to be placed in the "INVOICES" section of the Project File.

## **CLOSING A PROJECT FILE**

When all documentation is received and filed in the Project File, including payment of all invoices, then the file is considered Closed. When closing a Project File, re-check that the file is complete and no related documentation is being held by anyone else in the office. Also recheck that the invoice to the client equals the amounts of the client's check. Create a brown accordion file for the project to store the Project File, hard copies of all reports, data sheets and any other back-up

Clean Air Engineering  
Procedures Manual

material for the project. Store these folders by numerical order until it is time to archive the project.

## **ARCHIVING A PROJECT FILE AND BACK-UP MATERIAL**

Closed Project Files may be referenced for up to 2 years after completion. Each office location may determine the proper time frame for when a Project File should be archived, determined by allowable space of storage. The company suggestion is 1 year. All open and closed files should be kept in separate locations to avoid confusion. All files should be kept in numerical order at all times.

To archive a Project File, store it in a corrugated file box with a lid and label the box's contents along with "DO NOT DESTROY" on the outside of the box. Date the outside of the box with a future date of 25 years from the last completion date in the box. This will become the destruction date of said material. The files are to be inter-filed with the archive files located in the basement of the Palatine office. All Project Files will be maintained for 25 years.

## **OUTGOING MAIL**

Mail is picked up by our local mail carrier once a day. At the end of the day it is dropped off at the post office by someone from each office.

A package for each regional office will be sent every Thursday afternoon. Any data to be sent must be in the proper mail basket by 3:00 p.m.

## **INCOMING MAIL**

Incoming mail is opened, date-stamped, and distributed by the mail clerk to the mailboxes. Incoming printed matter by express service is date stamped by the receiving employee and the department is called to pick up.

## **U.P.S.**

In-coming U.P.S. deliveries arrive at approximately noon. Incoming printed matter is date stamped. Outgoing U.P.S. packages are picked up throughout the day from the main office. All packages must have department number or project number on the mailing label for the shipping to be charged properly. Otherwise the package will not be shipped. U.P.S. will not ship to a post office box number.

## **FEDERAL EXPRESS**

Clean Air Engineering Rental and Equipment and Packing have Federal Express terminals, and can trace packages. All Federal Express packages must have a department number or project number on the mailing label for the shipping to be charged properly. Otherwise, the package will not be shipped. A 20% discount for large shipments can also be arranged. Federal Express will not ship to a post office box number. Incoming printed matter is date stamped.

### **COMPUTER HARD DISK BACK UP**

Backing up of computer hard disks shall be done at least once per quarter and more frequently as determined by each Department Manager. A computer not backed up for two consecutive quarters can be claimed by any other department needing a computer with the approval of the Management Information Systems (M.I.S.) Manager. Computer relocation is not allowed without informing the M.I.S. Manager first.

### **MESSENGER SERVICE**

A messenger service is to be used for same day delivery or pick up in the metropolitan area. Pick up and delivery by employees is discouraged.

### **PACKING SLIPS**

All packing slips must be submitted to the accounting clerk. All packing slips must be checked for accuracy, checked for the purchase order number, signed, and dated.

### **CASH ADVANCES**

The advance sheet submitted to accounting for a group project will have one person receiving the lump sum amount. The person receiving the group advance will be required to sign for the entire amount. The lump sum will be put into this individual's advance account until a breakdown sheet is submitted. On the breakdown sheet, all amounts disbursed will be signed for by the receivers. Amounts for which no one signs will remain in the account of the person who initially received the money.

## **PURCHASE ORDERS**

Purchase orders must be submitted to the Accounting Department so that a number may be assigned to them.

No orders may be placed without a purchase order number. For purchases over \$1000, three bids are expected.

The purchase order must be completed as follows:

- P.O. Number (assigned by Accounting), general ledger number, or project number.
- Itemized list of purchase with full description.
- An exact or approximate total.
- Approval by Department Manager.

The pink purchase order copy stays in Accounting. The original white copy must be given to Accounting if the order is COD. Otherwise, it is given to the receptionist. The yellow copy is for your records.

If a check is needed immediately, write CHECK REQUEST on the form and give to Accounting.

The purchase order number is as follows:

- P.O.# - G/L# - Project# - Phase XXXX - XXXXX - XXXX - X, or
- P.O.# - G/L# - Job# - Phase XXXX - XXXXX - XXXX - X.

If the order is for more than one department then put "SP" in place of the G/L number. Then the departments and their respective percentages must be clearly marked on the purchase order request.

After the order has been placed, a copy of the purchase order is to be given to the manager of the originators department.

### **PURCHASE ORDERS (Continued)**

When the invoice is received it is matched with the packing slip, and the purchase order is then given to the manager for approval. The manager checks the invoice carefully, signs, and dates it if:

1. It has the correct dollar amount and the invoice isn't a duplicate already approved.
2. Items received match items ordered.
3. Items OK.
4. If it is OK to pay the invoice.

All invoices are to be returned to the accounting department. If the invoice is in question and should not be paid, attach to the invoice a note explaining why.

## TIME SHEETS

Properly filled out time sheets help determine project costs and ensure proper payment and proper accrual of accumulated time.

1. All employees must turn in approved time sheets for each week to Accounting in Palatine by or on the following Tuesday.
2. All out of town employees must send their time sheets in the Friday mail to reach Palatine by Tuesday.
3. Every individual is responsible for filling out his own time sheet. The individual time sheets are then to be ok'd by the Department Manager or, if he is unavailable, the test leader.
4. Employees should have their own time sheets. At the end of a project they can give their time sheets to the test leader.
5. On-the-job hours must be confirmed with the test leader's project time sheet and approved.
6. The following procedures must be followed when filling out the individual time sheets. These procedures will take little time and will increase office accuracy and organization.
  - Must have project or job number for every job.
  - Must have employee number.
  - Must separate travel hours from field hours.
  - Must separate stack hours, travel time, cold pay, hotwire pay from regular field hours. Do not include in regular field hours.
  - Regular and overtime hours must be totaled for each line.
  - Any day having more than 8 hours must show OT hours.
  - Test leaders must identify themselves as such for each project.
  - Total of the weekly regular and overtime hours.
  - All qualified salary employees must show Accumulated Time Off (ATO) for each weekday that 8 hours aren't worked.
  - Regular hours for salaried employees must add up to 40.
  - Paid accumulated time and bonus points must be clearly recorded at the bottom of time sheets for payment.

See Appendix A for Timesheet examples and specific instructions.

See Appendix B for a calendar of company holidays.

## **TIME SHEETS (Continued)**

### **COLD WEATHER TESTING**

Testing personnel will receive a bonus when testing in a completely exposed area and when the wind chill temperature is between 0 and -25 degrees F. There will be no testing if the wind chill temperature falls below -25 degrees F, and the client fails to provide adequate shelter or fails to contract CAE to construct same.

### **STACK TESTING**

Personnel involved in tall stack testing (above 100 feet ladder climb) will receive wages of time and a half while working on the stack.

The field-test leader, after consulting with the Department Manager will determine when to discontinue stack testing due to inclement weather.

### **HOTWIRE TESTING**

Personnel involved in hotwire testing will receive wages of time and a half while working inside a control device.

## **EXPENSE REPORTS**

Total living expenses allotted per day will be \$34.00 plus motel, unless otherwise specified. Living expenses include meals, which are covered up to \$27/day, laundry, phone calls, and incidentals. Personal phone calls may not be charged on company American Express Cards. They must be paid for by the individual at checkout time.

On return travel days for which the employee does not incur lodging expenses, the employee will be reimbursed at ratio of the per day maximum. This amount includes meals, laundry, and phone calls. When an employee arrives home prior to 6:00 p.m., dinner charges should not be reported on the expense report. On a day when the employee travels to a project after 6:30 a.m., breakfast shall not be charged.

All travel expenses including those prepaid by Clean Air must be reported on the expense report with the receipts attached. All items prepaid by Clean Air should be bracketed [ ] on the expense report. All receipts should be affixed to the back of the expense report. Expense reports must be submitted within two weeks upon return from an assignment.

Unused airline tickets shall be returned stapled to the front of the expense report directly under the approval box. Write the number of tickets and total dollar value boldly in the bottom margin of the expense report form. Example: TWO UNUSED AIRLINE TICKETS ATTACHED TOTALING \$800.00.

Project number and project descriptions must be included on all expense reports as well as on all Clean Air American Express charge slips.

Expense advances should be shown under explanation of other expenses. Employees who do not submit expense reports within two weeks of a project will not be issued an advance for the upcoming project.

Expense reports will be paid twice a month.

Supplies or other expenses for the departments must have the department number, project number, or a six-digit job number.

See Appendix C for Expense Report examples and specific instructions.

## **RELEASE OF REPORT INFORMATION**

The Clean Air Engineering policy on releasing data to third party individuals, or sending copies of reports to persons other than the client are as follows:

A copy of a release letter from the client must be sent or faxed to the appropriate department on the client letterhead stating that it is permissible to send copies of data, results, or the actual report to someone other than our client before any numbers can be released. This holds true for releasing preliminary numbers as well.

All results should be known only by the Source Departments or other Clean Air Engineering personnel until they are sent to the client.

Examples:

- 1) The EPA observer has been looking over the meter readers shoulder all day and writing down numbers. At the end of the day, he asks to look at a copy of the raw data to check his numbers. You must tell him it is company policy that you need a written authorization from your client giving explicit instructions of what you can give him. Although you can't stop him from observing during sampling, you must secure data when sampling is complete.
- 2) Your client, Joe of XYZ Company, has been copying your data all day long after each run and giving a copy to the EPA observer. Joe left before the end of the last run and now the observer wants a copy of the last run to make his data set complete. You must firmly state that Clean Air's company policy specifically prohibits you from providing this information and there can be no exception.

## **TRAVEL PROCEDURES**

All travel arrangements should be made through Uniglobe Travel 1-800-626-0359 or 847-640-7100. Their fax number is 847-640-9675 and their e-mail address is reservations@uniglobepreferred.com. Some Project Managers have been making travel arrangement via the Internet. After hours and emergency reservations can also be made through Uniglobe Travel at 1-800-787-1115 code AJD3

## **TRAVEL & LODGING RESERVATION CHANGES**

Before checking in at a motel, always mention the name of the plant, at which you are working and ask for the commercial rate. If it becomes necessary for an employee to change previously arranged travel plans, that employee is responsible for the cancellation of the original reservation and notification to Clean Air of the new arrangements. In the event that Clean Air is billed for an uncancelled original reservation, the employee may be required to remit payment.

## **RENTAL CARS**

All forms of additional insurance on the auto rental policy should be declined. Failure to do so may result in the employee being required to remit payment. Some states require proof of insurance. They may charge an additional uninsured driver fee if an employee does not have proof of insurance.

All Clean Air employees, 21 years or older, are legally qualified to drive our rental cars without paying additional driver fees. Do not pay these fees.

Corporate discounts are available with Alamo, Avis, Budget, Hertz, and National car rentals. Always request the corporate rate with these companies while presenting your corporate identification number. These numbers are available from your project manager or travel coordinator.

## **PERSONAL CARS**

The use of personal cars on a project will be kept to a minimum and only with a Department Manager's approval. When personal car use becomes necessary, several persons should share a car.

Mileage from office to project site will be paid at .32/mile when transporting passengers and small packages. Mileage between project site and motel will not be paid unless it is in excess of 30 miles one way.

## **SAFETY PROCEDURES**

You have the responsibility for your own safety. You are also responsible for the safety of those working with you. Knowledge of possible hazards, preplanning to prevent accidents and development of an emergency response system is expected of a Clean Air Engineering professional. Working safely benefits everyone.

You are personally responsible for the care of any equipment that you use. Any misuse of equipment will result in disciplinary action.

Safety procedures are outlined in the Clean Air Engineering Safety Policy Manual.

## **SAFETY CLOTHING**

All employees are required to wear proper footwear when working in any plant. Proper footwear is also required in any of the shop or warehouse areas at Clean Air.

Proper foot wear is defined as any steel toed safety boot that will resist puncture or reduce impact from a falling object.

Insulated boots are recommended for very cold weather.

Tennis shoes, running shoes, sandals, or loafers are not acceptable. Anyone showing up for work at a job site in running shoes or tennis shoes will not be allowed to work, and will not be paid.

Clean Air will reimburse 100 percent of the cost for RED WING steel toed shoes or boots up to \$175.00 and 75 percent of the cost for other brands of safety foot wear. All employees that work in areas that require safety foot wear are eligible for this reimbursement once every two years. A receipt is required for reimbursement.

Each Department Manager will maintain a list of reimbursements and approve or disapprove purchases.

Hard hats must be worn at all times at a job site. Safety glasses are to be worn at all times when required.

Gloves must be worn when mixing chemicals (cotton gloves will absorb chemicals and burn skin).

## **WORK RELATED ACCIDENTS**

The following procedures should be followed when a work related accident occurs:

- Seek proper medical attention.  
Notify the injured person's supervisor as quickly as possible.  
Notify the next level of management within 8 hours.  
Notify Frank Kilvinger about the full details of the accident.
- Complete proper claims forms for insurance and workman's compensation.
- Complete a CAE accident report on first trip to the office, and discuss it with Frank Kilvinger to insure proper disbursement of the case is made.

In case of a serious accident, the Accounting Department should have the name of the person to be notified in an emergency.

## **PROFESSIONALISM**

As a Clean Air employee, you represent the Company both in-house and at client locations. It is imperative that a professional attitude and demeanor be maintained at all times. The client's goodwill toward the firm and confidence in the firm are essential. Clean Air's policy is directed toward maintaining this goodwill and confidence, recognizing that this must be a continuing effort. Here are some of the broader rules governing client regulations:

1. Always deal fairly and honestly.
2. Be professional in thought, attitude, action, and appearance.
3. Provide the client full value in every service provided, and handle client requests promptly.
4. Accept client criticism with patience and courtesy. Make a full and satisfactory explanation, exercising tact at all times.
5. Take personal interest and initiative in helping to solve clients' problems that are within our realm of professional activity.
6. Constantly improve our methods, techniques, and knowledge in order to serve better the client's needs.
7. Protect confidential client information.
8. Communicate openly and regularly to keep clients fully informed.
9. Errors and problems are never covered. We identify them promptly and resolve them properly, turning problems into opportunities to demonstrate our professionalism and resourcefulness.

## **SEPARATION FROM EMPLOYMENT**

Clean Air or the employee can terminate the employment relationship at any time and for any reason or for no reason at all.

## **VOLUNTARY RESIGNATION**

The following are expected when resigning:

1. Two working weeks notice.
2. Written resignation.
3. Exit interview.
4. The return of company property including keys, credit cards, hard hats, company purchased field equipment and supplies and expense advances.
5. Final check must be picked up if all company property has not been accounted for in advance.

## **LAYOFFS**

In the event that layoffs are necessary, you will be informed of the reason for the layoff and your eligibility for unemployment benefits.

## **DISMISSAL**

Dismissal will result if the rules and regulations are broken, or if you are not suited for the job in the opinion of management. Upon dismissal, an exit interview will be performed.

# Appendix A

## TIMESHEET INSTRUCTIONS

**NAME** Employee Name (Enter your name by editing the cell)  
**NUMBER** Employee Number (Same as above)  
**WEEK ENDING** Week ends on Saturday  
**JOB #** Department Number or Job Number  
**TASK** Must match job listings or specific department listings (attached worksheets)  
**SUB TASK** Must match job listings or specific department listings (attached worksheets)  
(NOTE: The computer is very specific on which listings can be used and when. You can not mix and match. )

Copy in additional as needed, erase lines that you don't need.  
Try to leave the bottom five lines where they are. (Adm, Hol, Vac, PTO, ATO)

The ATO line will automatically make all weekdays be 8 hours, any Sat or Sun time will automatically be overtime.

Don't worry about regular or overtime, just enter the total amount of hours.

Try to stay out of the shaded areas, those cells should calculate automatically.

Please keep similar Task but different descriptions in the same area.  
(Example: Keep all 41600's in same area.)

### **COMMON MISTAKES**

Forgetting to change the week ending date.

Using "old" task and subtask numbers.

Mixing Department with job listings.

### **CUSTOMIZE TIMESHEET**

To delete worksheets that you may not need, but clutter your screen, simply right click on the department tab, and click delete. You can also move them around in the same manner.

# CLEAN AIR ENGINEERING TIMESHEET

NAME: \_\_\_\_\_ NUMBER: 000 BATCH: \_\_\_\_\_

WEEK ENDING: \_\_\_\_\_

JOB #	TASK	SUBTASK	COST TYPE	CO.	DESCRIPTION	SUN	MON	TUES	WED	THU	FRI	SAT	REGIOT HRS
	40		1	01	Equip Pack & Cal								
	50		1	01	Field Work								
	60		1	01	Travel								
	40		1	01	Equip Pack & Cal								
	50		1	01	Field Work								
	60		1	01	Travel								
	40		1	01	Equip Pack & Cal								
	50		1	01	Field Work								
	60		1	01	Travel								
800066	40200		1	01	General Indirect Labor								
800066	40200	100	1	01	Calibration								
800066	40200	200	1	01	General Housekeeping								
800066	40200	300	1	01	Vehicle Maintenance								
800066	40200	400	1	01	General Equip Services								
800066	40400		1	01	Training								
800066	40600		1	01	Administration								
800066	44200		1	01	Holiday								
800066	44100		1	01	Vacation								
800066	40100		1	01	ATO Used								

DAILY TOTAL		REGULAR	OVERTIME

JOB #	TASK	SUBTASK	COST TYPE	CO.	DESCRIPTION	STACK	HOT WIRE	COLD/HOT PAY
		0000		01				

TOTAL HOURS

EMPLOYEE SIGNATURE \_\_\_\_\_  
 TEAM LEADER SIGNATURE \_\_\_\_\_



# CLEAN AIR ENGINEERING TIMESHEET

NAME: ?????????? NUMBER: ??? BATCH: \_\_\_\_\_

WEEK ENDING: 4/5/01

JOB #	TASK	SUBTASK	COST TYPE	CO	DESCRIPTION	SUN	MON	TUES	WED	THU	FRI	SAT	REG/OT HRS
	30		1	01	Pre-Test Planning								
	40		1	01	Equip Pack & Cal								
	50		1	01	Field Work								
	60		1	01	Travel								
	120		1	01	Report Review								
			1	01									
			1	01									
			1	01									
			1	01									
800066	40200		1	01	General Indirect Labor								
800066	40200	100	1	01	Calibration								
800066	40200	200	1	01	General Housekeeping								
800066	40200	300	1	01	Vehicle Maintenance								
800066	40200	400	1	01	General Equip. Services								
800066	40400		1	01	Training								
800066	40600		1	01	Administration								
800066	44200		1	01	Holiday								
800066	44100		1	01	Vacation								
800066	44400		1	01	PTO / Sick								
800066	40100		1	01	ATO Used		8	8	8	8	8		40

DAILY TOTAL		REGULAR	8	8	8	8	8	8	8	8	8	8	40
		OVERTIME											

JOB #	TASK	SUBTASK	COST TYPE	CO	DESCRIPTION	STACK	HOT WIRE	COLD/HOT PAY
		0000		01				
						TOTAL HOURS	40	
						TOTAL HOURS	40	

EMPLOYEE SIGNATURE \_\_\_\_\_

TEAM LEADER SIGNATURE \_\_\_\_\_

# CLEAN AIR ENGINEERING TIMESHEET

NAME: ???? ?????? NUMBER: ??? BATCH \_\_\_\_\_

WEEK ENDING: 4/5/01

JOB #	TASK	SUBTASK	COST TYPE	CO.	DESCRIPTION	SUN	MON	TUES	WED	THU	FRI	SAT	REG/OT HRS
	10		1	01	Project Management								
	20		1	01	Test Protocol Prep								
	30		1	01	Pre-Test Planning								
	40		1	01	Equip Pack & Cal								
	50		1	01	Field Work								
	60		1	01	Travel								
	70		1	01	Project Administration								
	80		1	01	Lab - In House								
	90		1	01	Lab - Outside								
	100		1	01	Data Entry								
	110		1	01	Report Generation								
	120		1	01	Report Review								
	130		1	01	Report - Clerical								
	140		1	01	Shipping - Freight								
	150		1	01	Billable Plant Delay								
800066	40600		1	01	Administration								
800066	44200		1	01	Holiday								
800066	44100		1	01	Vacation								
800066	44400		1	01	PTO / Sick								
800066	40100		1	01	ATO Used		8	8	8	8	8		40

DAILY TOTAL	REGULAR	8	8	8	8	8	8	8	8	8	8	8	40
	OVERTIME												40

JOB #	TASK	SUBTASK	COST TYPE	CO.	DESCRIPTION	STACK	HOT WIRE	COLD/HOT PAY
		0000		01				

TOTAL HOURS	40
TOTAL HOURS	40

EMPLOYEE SIGNATURE \_\_\_\_\_

TEAM LEADER SIGNATURE \_\_\_\_\_

**JOB HOURS****(For hours that are booked to a specific job.)**

<b>TASK</b>	<b>SUBTASK</b>	<b>DESCRIPTION</b>
10	(none)	Project Management
20		Test Protocol Preparation
30		Pre Test Planning
40		Equipment Packing & Calibration
50		Field Work
60		Travel
70		Project Administration
80		Laboratory - In House
90		Laboratory - Outside
100		Data Entry
110		Report Generation
120		Report Review
130		Report - Clerical
140		Shipping - Freight
150		Billable Plant Delay

**DEPARTMENT 800066**

(For hours not booked to a specific job.)

<b>TASK</b>	<b>SUBTASK</b>	<b>DESCRIPTION</b>
40100	0	ATO TAKEN/PAID
40200	0	DIRECT PERSONNEL CHARGING INDIRECT
40200	100	ANNUAL CALIBRATION
40200	200	GENERAL HOUSEKEEPING
40200	300	VEHICLE MAINTENANCE
40200	400	GENERAL EQUIPMENT SERVICES
40300	0	DIRECT PERSONNEL CHARGING PROPOSALS
40400	0	DIRECT PERSONNEL CHARGING TRAINING
40500	0	DIRECT PERSONNEL CUSTOMER RELATIONS
40600	0	DIRECT PERSONNEL CHARGING ADMINISTRATION
41000	0	INDIRECT PERSONNEL NORMAL ON THE JOB
41000	2070	INTERCOMPANY
41100	0	INDIRECT PERSONNEL ACCUMULATED TIME
41200	0	INDIRECT PERSONNEL CHARGING DIRECT
41300	0	INDIRECT PERSONNEL PROPOSALS
41400	0	INDIRECT PERSONNEL TRAINING
41500	0	INDIRECT PERSONNEL CUSTOMER RELATIONS
41600	0	INDIRECT PERSONNEL ADMINISTRATION
44100	0	VACATION DAY
44200	0	HOLIDAY PAY
44400	0	PERSONAL TIME OFF/SICK

# Appendix B

2001 Holiday Schedule

New Year's Day - Monday 1/1  
Memorial Day - Monday 5/28  
Independence Day - Wednesday, 7/4  
Labor Day - Monday, 9/3  
Thanksgiving Day - Thursday, 11/22  
DAT - Friday 11/23  
Christmas Eve - Monday, 12/24  
Christmas Day - Tuesday, 12/25  
New Year's Eve - Monday, 12/31

+ 1 floating holidays

=====

# Appendix C

# EXPENSE REPORT

NAME:                      Your Name                      Your Emp. No.                       
 DEPARTMENT:                      Your Dept. No.                       
 START DATE: 03/20/01  
 PROJECT NO.: ??-??? Project Name                     

Submit TWO copies to accounting

ITEMIZE ALL EXPENSES IN THE APPROPRIATE BLANKS. ANY EXPENSES CHARGED TO A COMPANY CREDIT CARD SHOULD BE BOXED (or Marked "CAE" IF ENTERED IN FROM A COMPUTER).

DAY MONTH DATE	CITY AND STATE	LODGING	TRANSPORTATION		AUTOMOBILE EXPENSES		MEALS Itemize Below	OTHER EXPENSES		DAILY TOTAL
			AIR, RAIL, ETC.	RENTAL CAR, LIMO, ETC.	LOCAL TAXI, TOLLS & PUBLIC TRANSIT	MILEAGE DESCRIPTION		DESCRIPTION	AMOUNT	
TUE Mar 20							\$5.00	Phone/Misc	\$7.00	
WED Mar 21							\$9.00			
THU Mar 22							\$13.00			\$34.00
FRI Mar 23							\$5.00	Phone/Misc	\$7.00	
SAT Mar 24							\$9.00			
SUN Mar 25							\$13.00			\$34.00
MON Mar 26							\$5.00	Phone/Misc	\$7.00	
WEEKLY CATEGORY TOTAL \$										\$189.00

EXPENSE DETAILS (With Project Numbers if more than one)		AMOUNT
DATE	Project/Acct#	AMOUNT
3/20/01	??-???	
3/21/01	??-???	
3/22/01	??-???	
3/23/01	??-???	
3/24/01	??-???	
3/25/01	??-???	
3/26/01	??-???	
Total Expense Detail		

Submit TWO copies to accounting

METHOD OF REIMBURSEMENT:  
 DEDUCT FROM MY ADVANCE OR  
 MAIL TO HOME

SIGNATURE: \_\_\_\_\_  
 APPROVED BY: \_\_\_\_\_  
 DATE: 10/31/01

<-Does NOT equal weekly total

**Clean Air Engineering  
Per Diem Guidelines  
Effective January 1, 2001**

Beginning January 1, 2001, the following guidelines are in effect for payment of Per Diem expenses:

1. Per diem allowance is \$34/day for travel in all localities except those listed in Table 1 (attached).
2. Per diem allowance is \$42/day for travel in those localities listed in Table 1.
3. Travel locality is defined as the place that the employee lodges while away.
4. The Business Team Leader establishes the per diem rate prior to travel.
5. Pro-rating of per diem allowances will be done according to the following rules:
  - i. Any per diem allowance requires an overnight stay.
  - ii. A full day away from home-base (e.g., during the work hours of 8:00AM-5:00PM) that includes an overnight stay results in 100% per diem allowance unless some meals are paid for separately by the company.
  - iii. Distribution of the per diem allowance for purposes of partial-day pro-rating is as follows:

<b>Item</b>	<b>\$34/day</b>	<b>\$42/day</b>
Breakfast	\$5	\$6
Lunch	\$9	\$11
Dinner	\$13	\$17
Incidentals	\$7	\$8

- iv. Home-base refers to the physical location that company-paid travel either begins or ends.
- v. For days traveling to the job-site:
  - § Departure from home-base prior to 6:00AM is required for payment of breakfast allowance.
  - § Departure from home-base prior to 12:00PM is required for payment of lunch allowance.
  - § Departure from home-base prior to 5:00PM is required for payment of dinner allowance.
- vi. For days returning from the job-site:
  - § Breakfast allowance is always paid for days following an overnight stay.
  - § Return to home-base after 1:00PM is required for payment of lunch allowance.
  - § Return to home-base after 6:00PM is required for payment of dinner allowance.
- vii. Incidental allowance is paid for any day that at least one meal allowance is paid.
- viii. If the company pays directly for a meal (e.g., crew dinners), the corresponding meal allowance is not paid for that day.
- ix. When approving an expense report that includes per diem expenses, the approver should write the daily allowance basis (34 or 42) in the column heading for Meals.

Table 1: Localities in which High-Cost Per Diem Rate Applies

Key City	County or other defined location
<b>California</b>	
Palm Springs (Jan1-May31)	Riverside
San Francisco	San Francisco
Sunnyvale/Palo Alto/San Jose	Santa Clara
Tahoe City	Placer
<b>Colorado</b>	
Aspen (Jan1-Apr30)	Pitkin
Silverthorne/Keystone	Summit
Telluride (Jan1-Mar31)	San Miguel
Vail (July1-Mar31)	Eagle
<b>District of Columbia</b>	
Washington D.C.	
<b>Florida</b>	
Key West (Jan1-Apr30)	Monroe
<b>Idaho</b>	
Sun Valley	City Limits only
<b>Illinois</b>	
Chicago	Cook and Lake
<b>Louisiana</b>	
New Orleans/St. Bernard (Jan1-May31)	Orleans, St. Bernard, Plaquemine, Jefferson Parishes
<b>Maryland</b>	
Ocean City	Worcester Montgomery Prince Georges
<b>Massachusetts</b>	
Boston	Suffolk
Cambridge	Middlesex (except Lowell)
Marthas Vineyard (Jun1-Oct15)	Dukes
<b>Michigan</b>	
Mackinac Island	Mackinac
Traverse City (Jun1-Sept30)	Grand Traverse
<b>Montana</b>	
Big Sky (Nov1-Apr30)	Gallatin (except W.Yellowstone Park)
<b>New Jersey</b>	
Cape May (Jun1-Nov30)	Cape May
Ocean City (Jun15-Sep15)	City limits only
Piscataway/Belle Mead	Somerset and Middlesex
Princeton/Trenton	Mercer
<b>New York</b>	
The Bronx	Borough of the Bronx
Brooklyn	Borough of Broollyn
Queens	Borough of Queens
Manhattan	Manhattan
Nassau County/Great Neck	Nassau County
Suffolk County	Suffolk County
White Plains	City limits only
<b>Pennsylvania</b>	
Hershey (Jun1-Sep15)	City limits only
Philadelphia	Philadelphia
<b>Utah</b>	
Park City (Dec15-Mar31)	Summit
<b>Virginia</b>	
Alexandria	Arlington
Fairfax	Fairfax
Falls Church	Loudoun
Wintergreen	Nelson

# Appendix D

## PROJECT FILES

### General Information

The Project File is the center of Administration duties. Documentation is necessary in the Project File, for this is the place every legal, interoffice and pricing document is kept. Every scrap of paper needs to be considered valuable. There are times when we must return to the Project File for back-up in changes of scope of testing, conversations with the client, or costs of charges made to clients when invoicing.

### Description

A Project File is a 6-part folder, sectioned off (it can be any color). Each section contains specific information (see Project Files - Format, below) for that particular project or job.

### Project Files - Format

#### Section 1 - "CORRESPONDENCE"

Letters addressed to CAE from client, regulatory agency, or third party  
Letters CAE is copied to  
Letters to client, regulators, etc.

#### Section 2 - "INTEROFFICE CORRESPONDENCE"

Phone conversations  
Copy of field notes  
Any notes regarding job  
Copy of Job Plan (sometimes filed after field work is complete)

#### Section 3 - "PROPOSAL"

Proposals and any revisions  
Proposal pricing (often referred to as Costing)

#### Section 4 - "ADMINISTRATION"

Project release  
Field time sheets  
Client PO and/or Contract and any revisions  
Any vendor contract including Rental contracts

#### Section 5 - "EXPENSES"

Incoming charges to the job including:  
Expense reports  
Air freight bills, Fed Ex.  
Interdepartmental invoices  
Laboratory Services  
Miscellaneous accounts payable bills

#### Section 6 - "INVOICES"

Invoices with back-up documentation