



ONBOARDING

Welcome to Lee Kennedy



WELCOME

ABOUT

PEOPLE &
CULTURE

COMPANY
EVENTS

LKCo
FAMILY

DAY 1 SCHEDULE



01 COMPANY INTRODUCTION

02 NEW HIRE FORMS &
BENEFITS

03 IT TRAINING & EQUIPMENT

04 OFFICE TOUR &
INTRODUCTIONS



Lee Kennedy Sr.
Founder and Chairman

Lee Michael Kennedy
President and CEO



Eugene Kennedy
Senior Vice President



Introduction to the Company

Founded by Lee Kennedy Sr. in 1978, we are a family-owned, full service construction firm providing feasibility analysis, preconstruction, construction management, and general contracting services to the Academic, Interiors, Healthcare/Life Sciences, Commercial Development, Historic Restoration, Hotel/Residential, and Retail markets.



Lee Michael Kennedy
Chief Executive Officer



Bob O'Leary
President

Business

General Building

Interiors/
Special Projects

Business
Development



Mike Heath
Chief Financial Officer

Office
Director
of
MIS

Accounting
Director of
P&C



Jason Edic
Vice President
of Risk Management



Allan Fiddes
Vice President



Tom Leclerc
Vice President



Dan Lebiecz
Vice President



Paul Leonard
Vice President



Don Cook
Vice President



Scott Giles
Vice President



Rose Conti
Vice President



Director of
Marketing

Eugene Kennedy
Senior Vice President

Director of
BD

Director of EHS

Contracts
Admin

Manager of QC

Purchasing

DEI Committee

Director of
Precon

Director of MEP

AI Committee

Director of Cost

Control

Staffing
Management

Project
Management

Director of VDC

Scheduling Dept.

Project
Management

Director of P&C

CT Office

Project
Management

Field Operations

Project
Management

Permitting

Construction
Personnel
(including MEPs)

Director of Field
Operations

Director of
Precon.

Project
Management

Director of Field
Operations

Director of
Precon.

Project
Management

LKCo Core Pillars:



Real

Passionate, Open, Honest



Thoughtful

Flexible, Knowledgeable, Insightful



Familial

Genuine, Empathetic, Caring



Fearless

Bold, Confident, Innovative

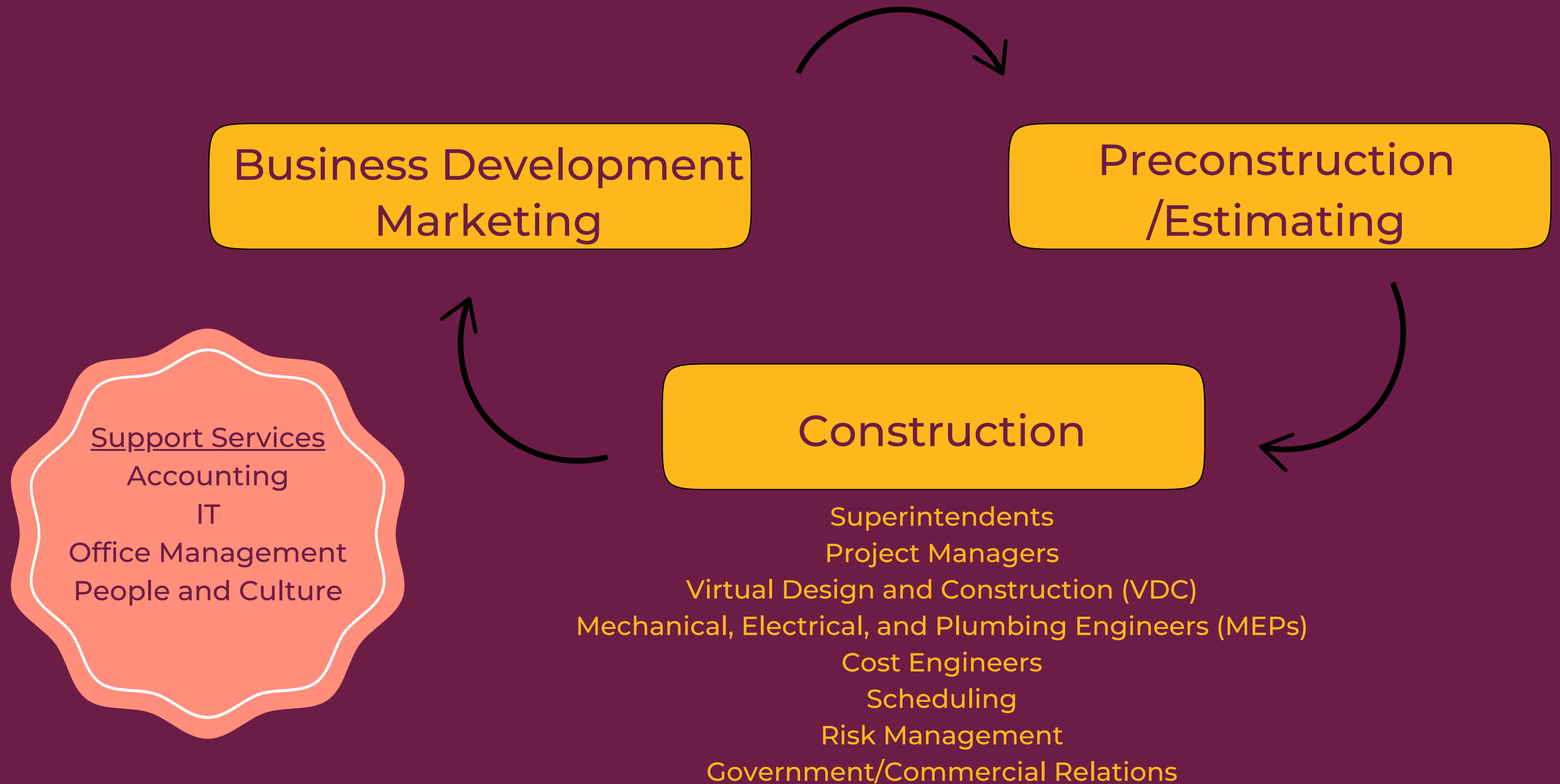
***Let's build
on big
thinking***

OUR COMPANY'S MISSION:

Together, we will build past the limits of what seems possible.



The Construction Process - General and Interiors



Current Projects

Dartmouth College



Lawrence Catholic Academy



Holocaust Museum



Babson College



UConn School of Nursing



Charles Bank Esplanade



...and more!

Current Projects

Mary Ellen
McCormack Housing
Development



Dorchester Fieldhouse
Boys & Girls Club



Squantum School



MIT Food Hall



North Shore Community College



Boston College:
Messina College East



...and more!

Past Projects

Harvard University



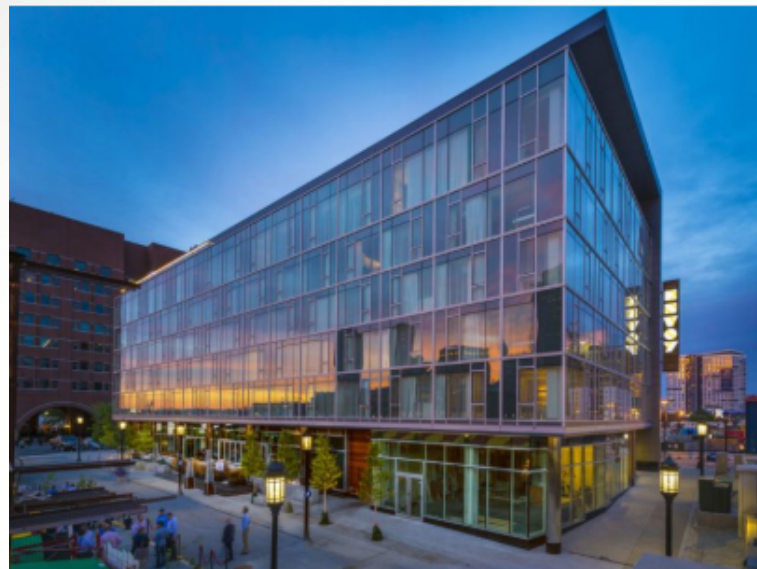
Boston College



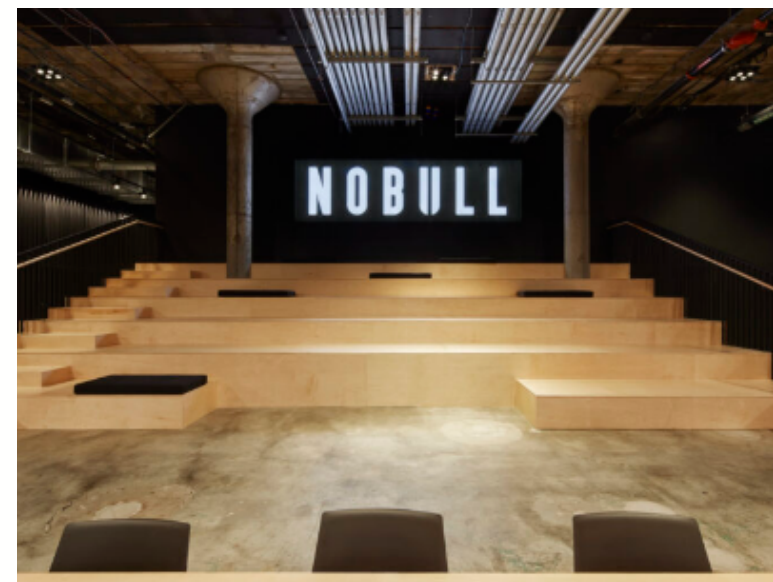
Southbay Center Expansion



Envoy Hotel Boston



NOBULL



Hood Park



...and more!

Past Projects

Craft Food Halls



BC High



Legoland Discovery Center



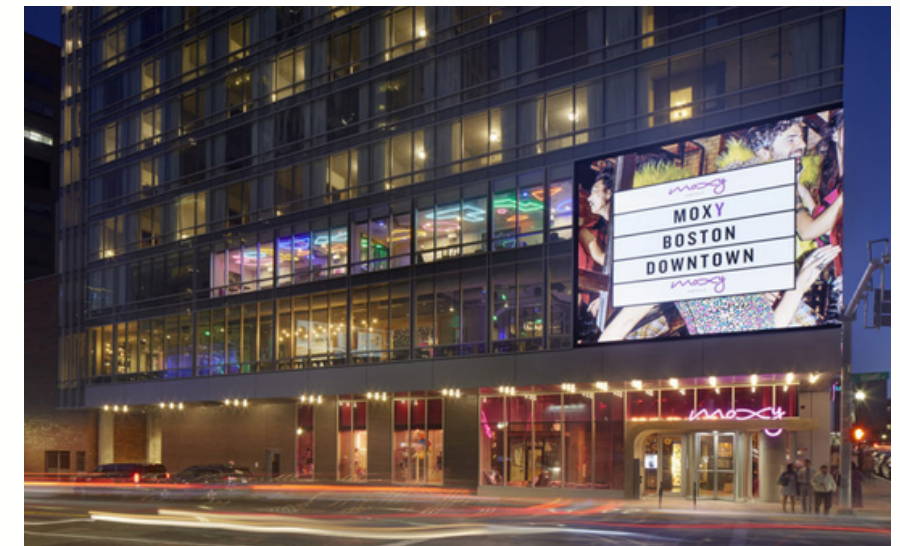
Chick-Fil-A Boylston St



MIT School of Music



Moxy Hotel



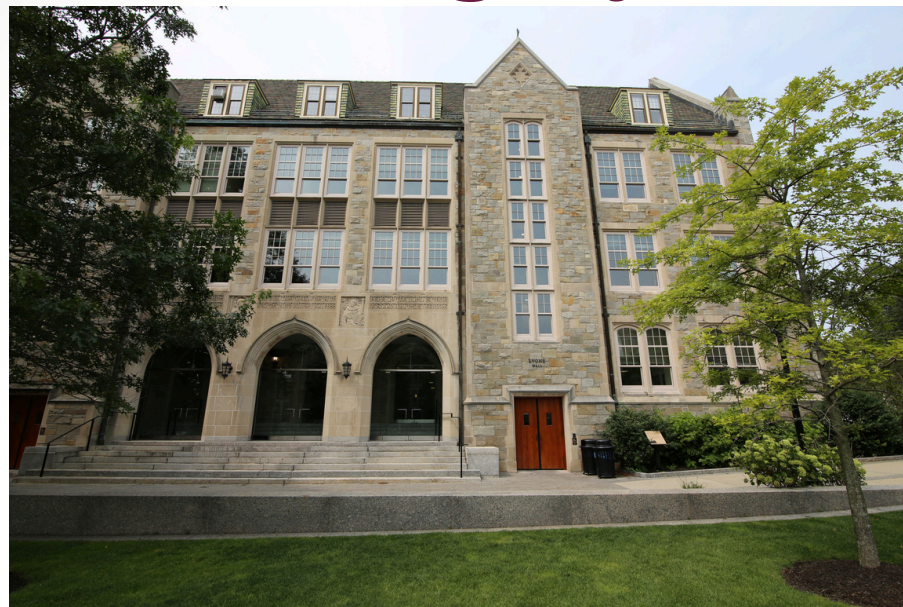
...and more!

Upcoming Projects

New Bedford Whaling Museum



Boston College Lyons Hall



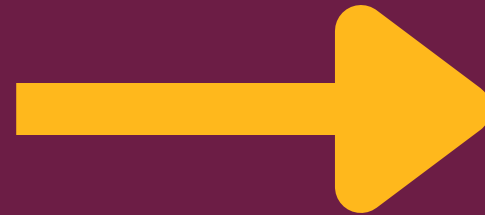
Harvard: Smith Campus



...and more!



Dashboard



K LKCo Dashboard - User ID: 1337 (msantora)

ck and recommendations. Thanks!

QUICK LINKS

- Crisis Management Plan
- Request for Overtime
- Office Floor Plans
- Office Extension List
- Search Staff

LESSONS LEARNED SUBMITTED

- Installation time
- Underground Plumbing Clearances
- Tying into existing systems
- Subcontractor Performance
- ...

SAFETY

Lee Kennedy Safet...

Toolbox Talks - January 2025

- Ladder Safety
- Lull Safety Part 2
- Propane Torch Heater
- Slips, Trips, & Falls
- Struck-By

MEP REFERENCES

- MEP Status Report - Storage Location 10-2
- MEP Status Report - Template 10-12

SITE WEBCAMS

- Children's Hospitals - Parking Garage
- Dartmouth College - Berry Sports Center
- MIT - Music Building
- Holocaust Museum
- BC High

FEATURED STORY

NEPC

- Provided comprehensive preconstruction and construction services
- Developed a headquarters space for a leading investment consulting firm
- Executed work within an active, occupied building
- Created modern open office spaces, private offices, conference rooms, and a café area
- Scope of work included light demolition, installation of gypsum wallboard (GWB), acoustic ceiling tiles (ACT), new finishes, doors, frames, and mechanical, electrical, and plumbing (MEP) systems

[Read More...](#)
[More Stories...](#)

WEATHER

31° F H: +37°
L: +28°
Quincy
Monday, 27 January
See 7-Day Forecast ...

Tue	Wed	Thu	Fri	Sat	Sun
+36° +23°	+39° +23°	+28° +19°	+37° +30°	+33° +28°	+32° +24°

EMPLOYEE SECTION

Recent Hires	Anniversaries	Veterans
Billy Smith	Superintendent	02/03/25
Daniel Smith	Assistant Superintendent	01/13/25
Dominic Masone	Co-op	01/08/25
Liam Healey	Co-op	01/08/25
Sandy Li	Cost Engineer	12/09/24

LKCo BULLETINS/EVENTS

P&C Newsletter About 401k Playbooks "Little" Addition 2

NEWSLETTER

PEOPLE & CULTURE

ISSUE 21 | 1/01/2025

CONTACT US:
Jill Booras
Molly Santora

EVENT OF THE MONTH
BOYS AND GIRLS CLUB OF DORCHESTER TOY DRIVE

We're thrilled to share that our annual toy collection for the Boys and Girls Club of Dorchester was another incredible success! Thanks to the generosity of our team, we gathered hundreds of toys to bring joy to local children in need this holiday season.

A special thank you goes to Marie Cunningham for her dedication and hard work in planning and organizing this beloved event year after year. Marie's efforts ensure that this initiative continues to make a meaningful impact in our community. The holidays are a time for giving, and it's inspiring to see our team come together to spread cheer and kindness. Thank you to everyone who contributed to this wonderful cause. 'Tis the season to make a difference!

UPCOMING TRAINING

LKCo Weekly Calendar

Week of 1/27 - 1/31

MONDAY	TUESDAY	WEDNESDAY
1/27	1/28	1/29
	Lunch and Learn: Archery (10am - 1pm) Timecards due @ Noon	Bi-Monthly Safety Training: Hood Park (2pm - 3pm) Lunar New Year Celebration

THURSDAY	FRIDAY	REMINDERS
1/30	1/31	
Bi-Monthly Safety Training: Adams Inn (2pm - 3pm)	National Hot Chocolate Day	- CPU/Wire A&E Training - Tuesday, February 4, 2025 (2pm - 4pm) - Lunch and Learn: Horseshoe Picking and Service - Tuesday, February 26, 2025 (10am - 1pm) - CPRE/A&E Training - Thursday, March 6, 2025 (2pm - 4pm) - CSL Training: Code Review and Implementation Plans - Tuesday, March 11, 2025 (2pm - 3pm)

P&C Newsletter ACC MA Events Calendar

LKCo Upcoming Learning Opportunities

January 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	5	6	7	8	9	10
	12	13	14	15	16	17
	19	20	21	22	23	24
	26	27	28	29	30	31

1/14	1/22	1/28	1/29	1/30
CSL Training 6 hour Training Room (7am-1pm)	Lunch and Learn: Cannistraro Pre-Fab Facility Tour 25 FID Kennedy In Seaport (11:30am - 1:30pm)	Lunch and Learn: Archer Training Room (12pm - 1pm)	Bi-Monthly Safety Training: Crane Awareness Hood Park (2pm - 3pm)	Bi-Monthly Safety Training: Crane Awareness Best Western Adams Inn (2pm - 3pm)

Click here to register

Useful Resources: The Dashboard

Helpful Dashboard features:

- Office Map
- Programs and Software
- Upcoming Training
- The Monthly Newsletter
- The People and Culture Website

LKCo Dashboard - User ID: 1337 (msantora)

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Read More...

More Stories...

UPCOMING TRAINING

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MONDAY	TUESDAY	WEDNESDAY
1/27	1/28	1/29
	Lunch and Learn: Safety (12pm - 1pm)	Bi-Monthly Safety Training: Hood Park (2pm - 3pm)
	Timecard due @ 8:00am	Lunar New Year

THURSDAY	FRIDAY
1/30	1/31
Bi-Monthly Safety Training: Adams Inn (2pm - 3pm)	National Jan. Chocolate Day

REMINDERS

- CNA/Blue Aid Training - Tuesday, February 4, 2025 (2pm - 4pm)
- Lunch and Learn: Pipefitting and Service - Tuesday, February 26, 2025 (2pm - 3pm)
- CNA/Blue Aid Training - Thursday, March 6, 2025 (2pm - 4pm)
- CNA Training: Code Review and Impairment Plans - Tuesday, March 18, 2025 (2pm - 4pm)

LKCo Upcoming Learning Opportunities

January 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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...and more!

Useful Resources: Payroll Process

Weekly timecard due by Tuesday at
8:00am

Paid every week on Thursday

[Click here](#) for further payroll resources

Questions?

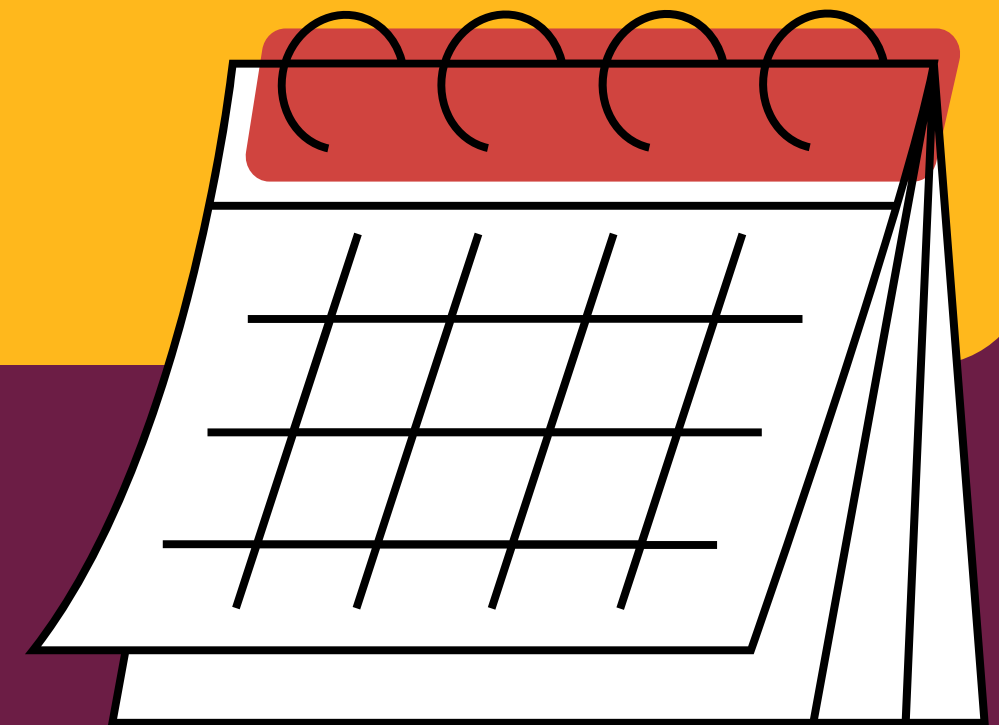
Contact Christina Clyde:
cclyde@leekennedy.com

A screenshot of the Human Resources & Payroll website. The header includes navigation links: Home, Calendar, Resource Center, Department Guides, HR/Payroll (selected), and Risk Management. A dropdown menu under HR/Payroll shows Payroll, Company Policies, and Benefits. The main heading is "HUMAN RESOURCES & PAYROLL". Below this, the "Payroll" section includes a "Questions?" link and contact information for Christina Clyde: cclyde@leekennedy.com. A list of resources includes: Direct Deposit (with [Authorization Form](#) link), Expense Reports, Tax Form (with [W4 Form](#) link), Time Card, Vacation Request, eTime (CMiC) (with [How to Guide](#) and [Registering for eTime](#) links), and a QR code linking to the Lee Kennedy Dashboard. At the bottom, there are two video thumbnails: "Entering Time Card" and "Includes Entering Time for Others", both featuring the CMiC logo and a play button.

Useful Resources: Holiday Information

New Year's Day
President's Day
Patriot's Day
Memorial Day
Independence Day
Labor Day

Columbus/Indigenous Peoples' Day
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Day



Useful Resources: Accounting Team



Garrett Sedgwick
Accounts Payable

gsedgwick@leekennedy.com
617.825.6930 x163



Bill Sullivan
Benefits

wsullivan@leekennedy.com
617.825.6930 x121



Christina Clyde
Payroll

cclyde@leekennedy.com
617.825.6930 x179

Useful Resources: IT Team



Jorge Pagan
IT

jpagan@leekennedy.com
857.345.2420



Mahmoud Yassine
IT

myassine@leekennedy.com
617.593.8544

Useful Resources: More Friendly Faces



Cathy Pasquantonio
Compliance

cpasquantonio@leekennedy.com
617.825.6930 x162



Meghan Murphy
Marketing

mmurphy@leekennedy.com
617.825.6930 x144



Marie Cunningham
Office Management

mcunningham@leekennedy.com
617.825.6930 x179



Chris Jamieson
QA/QC

cjamieson@leekennedy.com
978.551.2300

Useful Resources: More Friendly Faces



Jill Booras

People & Culture

jbooras@leekennedy.com

617.276.4489



Molly Santora

People & Culture

msantora@leekennedy.com

617.687.9234



Jason Edic

Risk Management & Safety

jedic@leekennedy.com

617.999.5624



Gavin Taylor

Risk Management & Safety

gtaylor@leekennedy.com

617.716.1987



QUESTIONS?



Visit www.peopleandculturelkco.com or contact the following departments for further information.

Accounts Payable	Garrett Sedgwick	gsedgwick@leekennedy.com 617.825.6930 x163
Benefits	Bill Sullivan	wsullivan@leekennedy.com 617.825.6930 x121
Compliance	Cathy Pasquantonio	cpasquantonio@leekennedy.com 617.825.6930 x162
IT	Jorge Pagan	jpagan@leekennedy.com 857.345.2420
	Mahmoud Yassine	myassine@leekennedy.com 617.593.8544
Marketing	Meghan Murphy	mmurphy@leekennedy.com 617.825.6930 x144
Office Management	Marie Cunningham	mcunningham@leekennedy.com 617.825.6930 x179
Payroll	Christina Clyde	cclyde@leekennedy.com 617.825.6930 x179
People & Culture	Jill Booras	jbooras@leekennedy.com 617.276.4489
	Molly Santora	msantora@leekennedy.com 617.687.9234
QA/QC	Chris Jamieson	cjamieson@leekennedy.com 978.551.2300
Risk Management & Safety	Jason Edic	jedic@leekennedy.com 617.999.5624
	Gavin Taylor	gtaylor@leekennedy.com 617.716.1987





People & Culture

Hiring the Right Talent

- ◆ Employee Referral Program

Developing Talent

- ◆ LKConnect Program
- ◆ Performance Reviews
- ◆ Tuition Reimbursement
- ◆ Strong Retention

*We promote from within

*Operations team averages 10+ years

People & Culture: Website

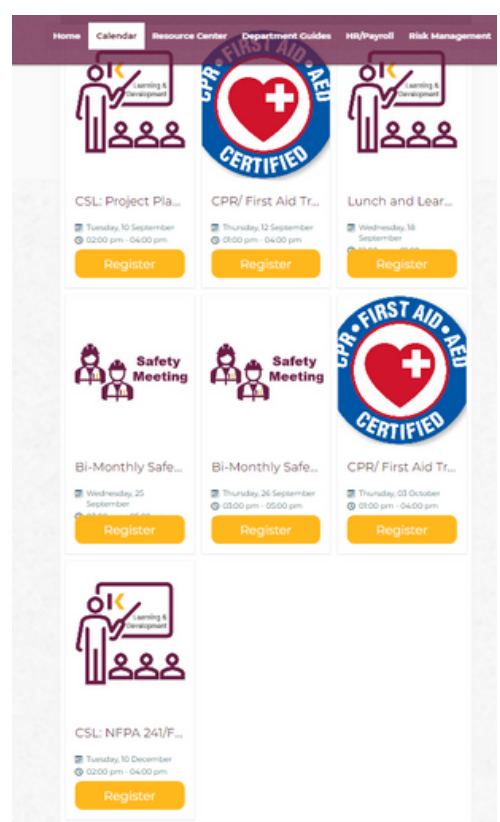


People & Culture: Signing up for Training

1



Sample employee profile shown for demonstration



2



3

CSL: Project Planning & Scheduling

Tuesday, September 10

02:00 pm - 04:00 pm

[Training Room](#)

Training

First Name *

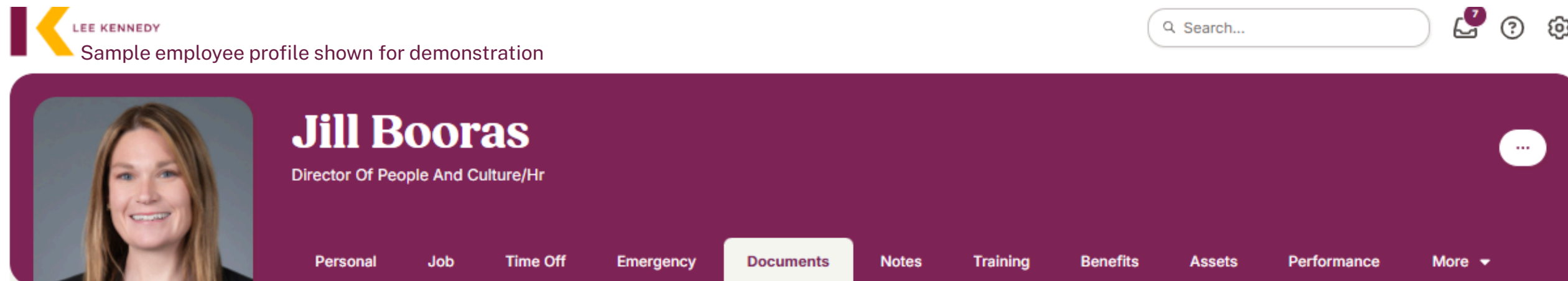
Last Name *

Email Address *

Guests: 14/25

Submit

BambooHR Account



- **PERSONAL**

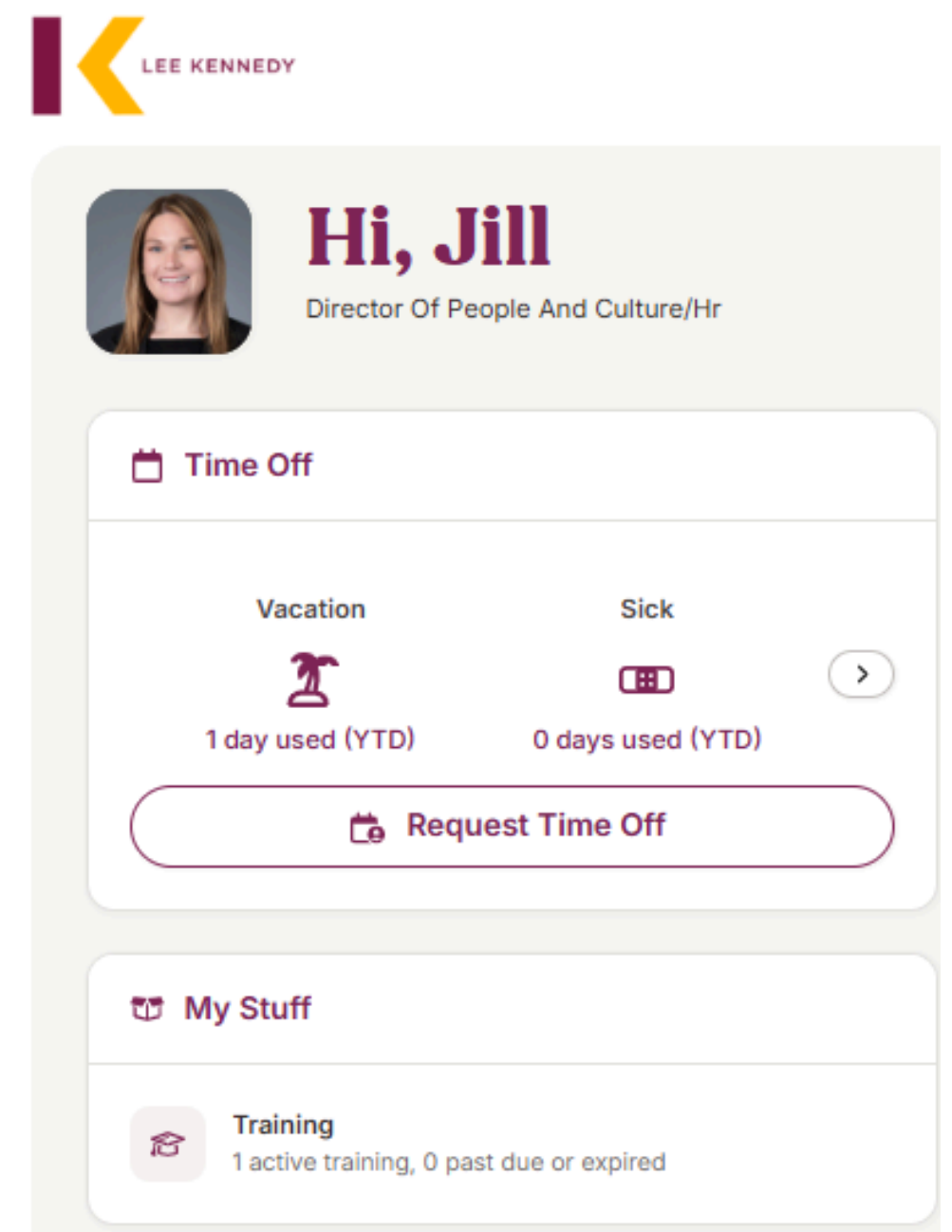
- **TIME OFF**

- **DOCUMENTS**

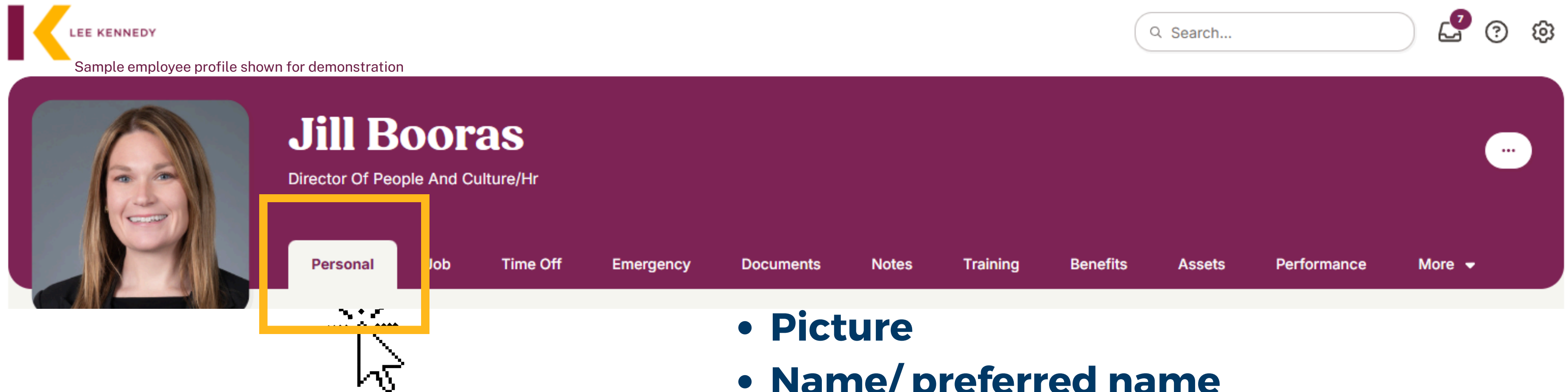
- **TRAINING**

- **BENEFITS**

- **PERFORMANCE**



BambooHR: Personal



- **Picture**
- **Name/ preferred name**
- **Birthday**
 - **This doesn't have to be shared**
- **Contact information**
- **Social Links**
- **Education**

BambooHR:

Time Off



LEE KENNEDY

Sample employee profile shown for demonstration

Search...



Jill Booras

Director Of People And Culture/Hr

Personal

Job

Time Off

Emergency

Documents

Notes

Training

Benefits

Assets

Performance

More

Time Off



1 Day

Request Time Off (YTD)



0 Days

Sick Used (YTD)



0 Days

Bereavement Used (YTD)



Upcoming Time Off



May 26
Memorial Day



Jul 4
Independence Day

< Back

Request Time Off

From*

mm/dd/yyyy

To*

mm/dd/yyyy

Time Off Category*

Vacation

Amount*

days

Note

Balance as of 05/19/2025

Vacation
1 day used (YTD)

Sick
0 days used (YTD)

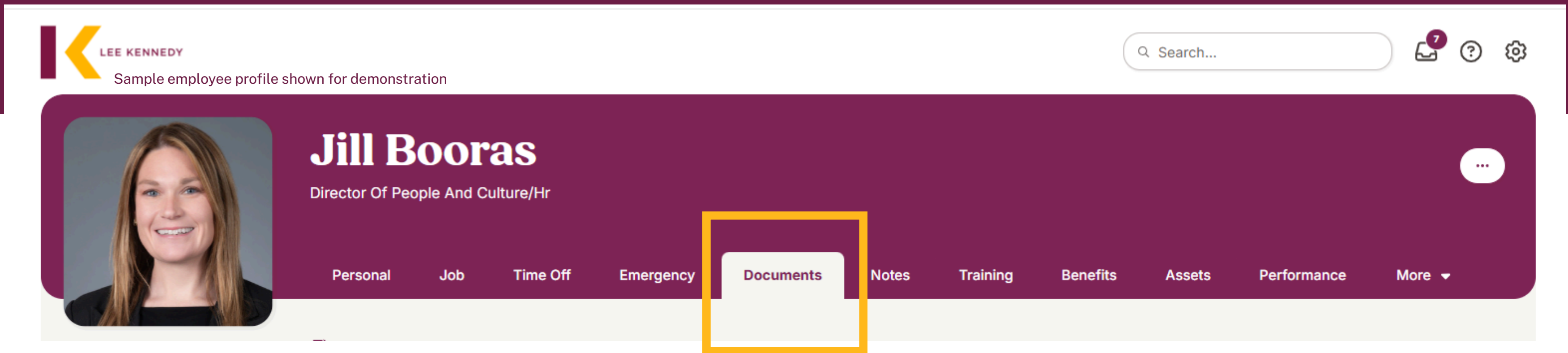
Bereavement
0 days used (YTD)

Request time off from your phone
Get BambooHR for iPhone or Android

Send Request

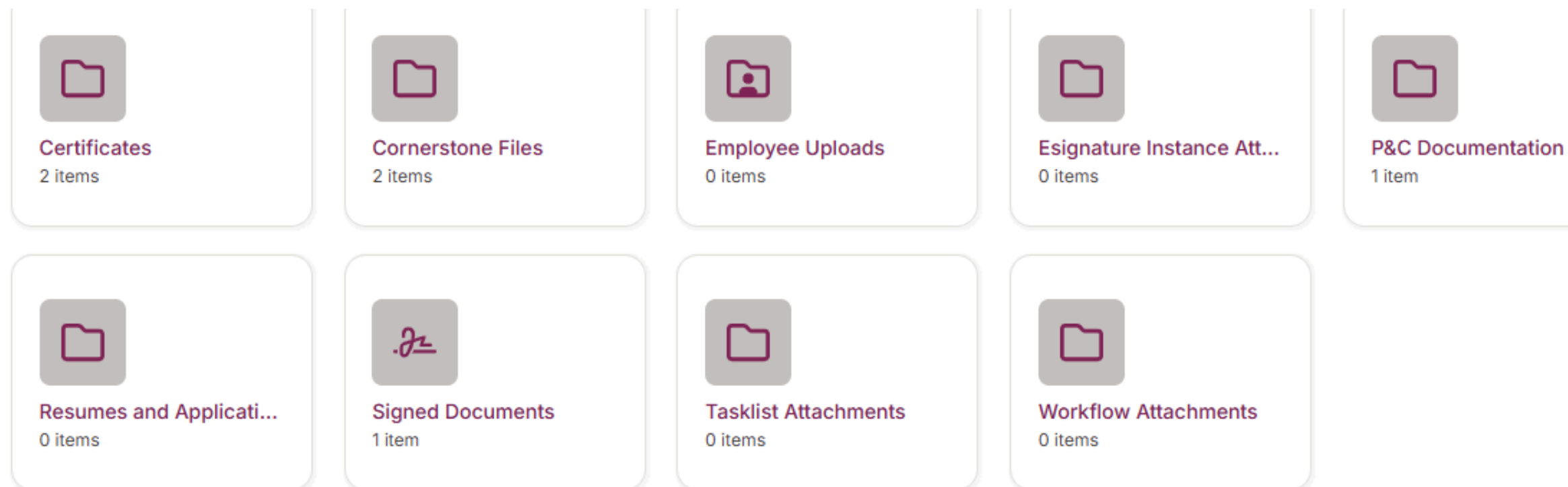
Cancel

BambooHR: Documents



- **Archive:**

- **Certificates**
- **Employee Uploads**
- **E-signature Documents**
- **P&C Documentation**
- **Resumes and Applications**



BambooHR: Training



Sample employee profile shown for demonstration

Search...



Jill Booras

Director Of People And Culture/Hr

Personal

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More ▾

- **Store completed trainings**
- **Look for trainings**

Training

Upcoming Training



You have no upcoming trainings.

Completed Training

[Record a Training](#)

All ▾

All ▾

☒ [First Aid/CPR Training](#) Completed Aug 8, 2024



OSHA Training

☒ [OSHA 10](#) Completed Dec 7, 2012



☒ [OSHA 30](#) Completed Jan 1, 2024



PM/Superintendent Meetings

☒ [PM/Supers Meeting 5/15/2025](#) Completed May 15, 2025



Summary: 4 Trainings Completed

Siteform Safety Orientation



[Siteform Safety Orientation Link](#)

Trainings and Certifications

Must do:

- ☐ SiteWorks CARE Orientation
- ☐ OSHA 10 and/or OSHA 30

Notes:

Possible certificates employees may need:

- ☐ First Aid/CPR/AED
- ☐ CSL
- ☐ NFPA Hot Works
- ☐ FPPM
- ☐ Asbestos

We are interested to know if you have:

- ☐ Passive House
- ☐ LEAN
- ☐ LEED
- ☐ ABC
- ☐ WELL Building
- ☐ OPC

BambooHR:

Benefits

LEE KENNEDY
Sample employee profile shown for demonstration

Search...

Jill Booras
Director Of People And Culture/Hr

Personal Job Time Off Emergency Documents Notes Training **Benefits** Assets Performance More ▾

Benefit History (30)

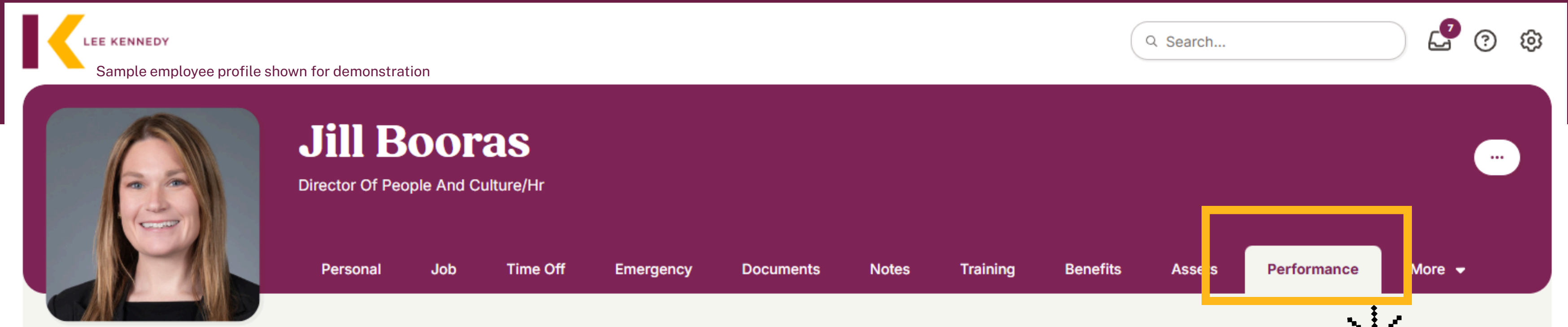
All Event Types ▾ All Plan Types ▾ Changed by Anyone ▾ Apply

Date/Time	Event	Plan	Changed By
May 14, 2025 1:29 PM	☐ Medical ☐ Dental ☐ Vision ☐ FSA ☐ Life	BCBS Dental	Bill Sullivan
May 14, 2025 1:29 PM		BCBS PPO	Bill Sullivan
May 12, 2025 10:29 AM	Will Be Waived from Plan	Dependant Care 2025-2026	Bill Sullivan
May 12, 2025 10:29 AM	Will Be Waived from Plan	FSA 2025-2026	Bill Sullivan

- **See the details of your plan**
 - **Medical, Dental, Vision, FSA, Life**
- **Update Benefits Coverage with a Qualifying Life Event**
- **Reach out to Bill Sullivan if you have questions**

BambooHR:

Performance



- **Performance reviews completed once a year**
 - **Spring/ Winter cycle depending on the date of hire**
- **All personal information (i.e.-training, P&C notes, certifications) lives in Bamboo for easy access**
- **Onboarding is not just today.**
 - **You will have a six-week meeting cadence for the next six months, with your manager involved at the 3- and 6-month marks.**
 - **These meetings are documented in Bamboo**

Individual Development Plan



EMPLOYEE QUESTIONNAIRE

Who: Employee – YOU!

What: Identify the following:

- One area to develop
- Your values & motivations
- Performance – past feedback & role expectations
- Long term career goals

STEP
1

MANAGER ALIGNMENT

Who: Manager

What: Develop objective in alignment to:

- Personal/Career/Company Goals
- Your manager's feedback/expectations

STEP
2

THOUGHTFUL ACTION

Who: Employee

What:

- Take action to grow
- Align learning opportunities
- Support personal goals & company objectives

STEP
3

Company Events

Softball

Jobsite
Tours

JANUARY

Holiday Party/Employee Service Awards

Fantasy
Football

MARCH

Bowling Night

JULY

Red Sox Game

SEPTEMBER

Company Cookout

NOVEMBER

Turkey Drive

Quarterly
Staff
Meetings

Golf
Outing

DECEMBER

Boys & Girls Club Toy Drive



WELCOME TO THE LKCO FAMILY

