



★ Welcome to the Family ★



Lee Kennedy Co., Inc.

122 Quincy Shore Drive, Quincy MA, 02171
www.leekennedy.com



@leekennedyco



@lee-kennedy-co.-inc.



@leekennedyco



WELCOME!

Welcome to Lee Kennedy Company!

We are excited to have you as part of our family. You were hired because we believe you can contribute to the success of our business, the satisfaction of our clients, and you share our commitment to achieving our goals.

The success of Lee Kennedy Company is determined by our mission in operating as One Lee Kennedy. It is the desire of our Senior Leadership to have every employee succeed in their career. We firmly believe you will achieve greatness at Lee Kennedy Company!

Welcome aboard. We look forward to working with you!

Lee Kennedy Sr.

Lee W. Kennedy

Eugene Kennedy

OUR HISTORY



1978

Founded by Lee Kennedy Sr. with a mission to improve the construction experience for clients and communities

He explored and experimented with technology as it evolved to change the way builders did their jobs.

We build together with our clients, our teams, our neighborhoods, our communities and our partners. Thoughtful innovation is at the core of what we deliver today and every day. We're always ready to build on big thinking.

He had a passion for preserving and adapting Boston's historic architecture and saw the potential in reusing outdated buildings and converting them to beautiful, useful spaces for his clients.

TODAY

LKCo continues to build on the big thinking that founded the company. One of the premier construction management firms on the East Coast.

We're more than just builders. We are Builders who love a good challenge, believe in treating clients like family and use the best, most innovative approaches to turn big thinking into reality.



LKCO VALUES



Company Mission

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

Tagline

Let's build on big thinking



Core Pillars

- ◆ Real
Passionate, Open, Honest
- ◆ Thoughtful
Flexible, Knowledgeable, Insightful
- ◆ Familial
Genuine, Empathetic, Caring
- ◆ Fearless
Bold, Confident, Innovative



CONSTRUCTION PROCESS



Marketing

- Business Development
- RFQ (Request For Quote)/
RFP (Request For Proposal)
- Interview
- Project Award

Preconstruction

- Estimating/ Design Development
- Purchasing
- Internal Project Kick Off
- Estimating Closeout/Project Handover

Construction

- Mobilization/Set-up Onsite
- RFIs
- Submittals/Procurement
- Subcontractor Management
- VDC
- MEP Coordination/
Commissioning
- Safety/Risk Management
- Schedule Management
- Financial Management
- Punchlist
- Testing/Inspections
- Warranty
- Project Closeout

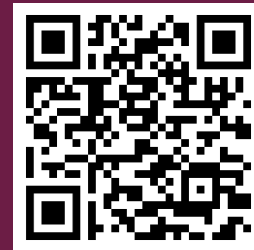


People and Culture



People and Culture Website

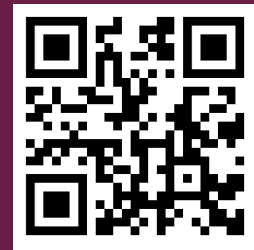
- Playbooks
- Department Reference Guides
- Calendar of Events
 - Trainings
 - Volunteer Dates
 - Fun Events
- HR and Payroll Information



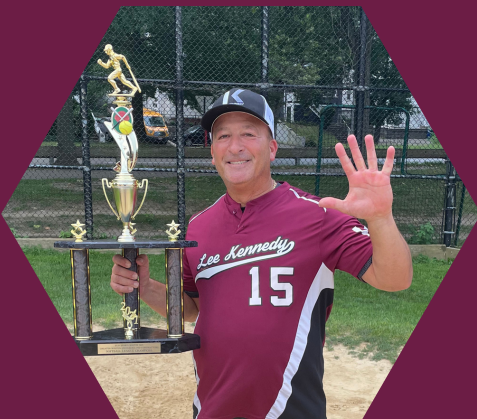
peopleandculturelkco.com

Cornerstone

- Performance Reviews
- Online Training Videos
- Goal Setting



lkcoconnect.csod.com



Paul Leonard
Vice President



Kaitlin Ludwig
Director of People and Culture



Jill Booras
Learning and Development Coordinator



HUMAN RESOURCES



Joanne Mariano
Director of Human
Resources

Benefits

- Blue Cross Blue Shield
 - Medical
 - Preferred Blue PPO
 - HMO
 - Dental
- VSP (Vision Care for Life)
 - Vision
- Retirement
- The Hartford
 - Paid Family Medical Leave
 - Employee Assist
 - Short Term Disability
 - Long Term Disability
 - Life Insurance and Accidental Death & Dismemberment



HOLIDAY INFORMATION

- New Year's Day
- President's Day
- Patriot's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
(plus Friday after
Thanksgiving)
- Christmas Day

*Holidays that fall on a Sunday will be observed on the following Monday.

TIME CARD AND VACATION REQUEST

Time Card

*Due Tuesdays at 8:00am

*Access on the dashboard

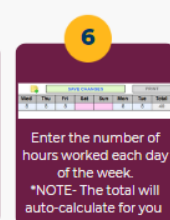
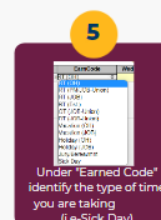
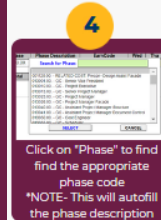
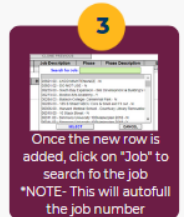
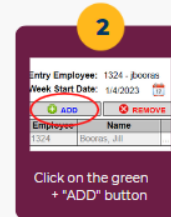
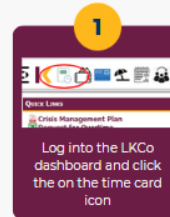


How To Do TIME CARDS



*NOTE- TIME CARDS MUST BE FILLED OUT BY TUESDAY AT 8:00AM

**IF YOU ARE GOING ON VACATION, PLEASE COMPLETE YOUR TIMECARD BEFORE YOU LEAVE

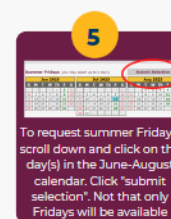
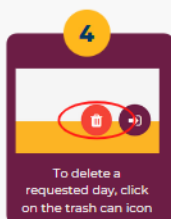
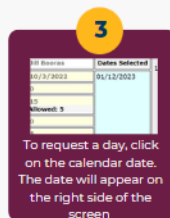
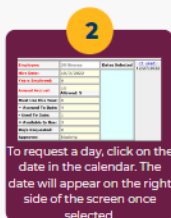
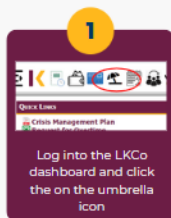


Vacation Request

*Access on the dashboard



How To Do VACATION REQUESTS



Christina Clyde
Accounting Manager



QUESTIONS????

Accounts Payable	Karen Johnson	kjohnson@leekennedy.com 617.825.6930 x163
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