

2024 Quickbook



A New-Hire's Guide to Aurora

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To Our Clients

Without our clients, Aurora wouldn't be what it is today. We promise to infuse our values into every project, provide cost-effective solutions, and respond to the community's needs. We will always bring distinctive value to our projects, delivering high-quality engineering solutions. We hope to build long-lasting partnerships with our clients.



To Our Employees

Our employees are the pride and joy of Aurora and are an integral part of our operations. To our employees, we promise to provide an environment of growth. You'll receive excellent mentoring from our industry's experienced leaders and expand your knowledge of civil and infrastructure engineering.





Core Values

Don't Forget Your "Aurora Core!"

Why Our Values Matter

Here at Aurora, our core values are some of our most important qualities because they separate us from the rest of the industry. We dedicate ourselves to authenticity, creativity, accountability, and an amazing value for and sense of community. We are a faithful organization that submits to honesty and responsibility, and we take great pride in our work. With that being said, we want all of our employees to adopt these values as their own. By these values, Aurora demonstrates a dedication to its work like nobody else does.

Aurora is a faith-based organization with faithful and Biblical values.

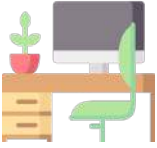
Our Values

In short, our values are composed of faithfulness, honesty, responsibility, authenticity, integrity, diligence, and accountability. We uphold practices of respect, as well. Aurora believes that these values represent who we are as a company. Join Aurora in being leaders in integrity.

”
“Integrity is doing the right thing, even when no one is watching.”

~C.S. Lewis





What to Expect

Your First Day at Aurora

Your First Day

What will it be like at Aurora? That's a great question! At Aurora, you can expect a standard office environment. It's generally quiet, allowing you to focus on your work. You can bring headphones to listen to music, as long as it doesn't distract you.

What Work Looks Like

As a new engineer, expect to collaborate with your supervisor and other engineers on various projects. For incoming administrators, you'll work close with administrative leads. During your free time, you can focus on completing menial tasks to stay productive.

Getting Settled In

Don't worry, we'll get you started in no time at all. Our Onboarding processes aren't too lengthy and most things, including your desk, should already be set up for you when you come in for your first day. You'll get comfortable quickly!

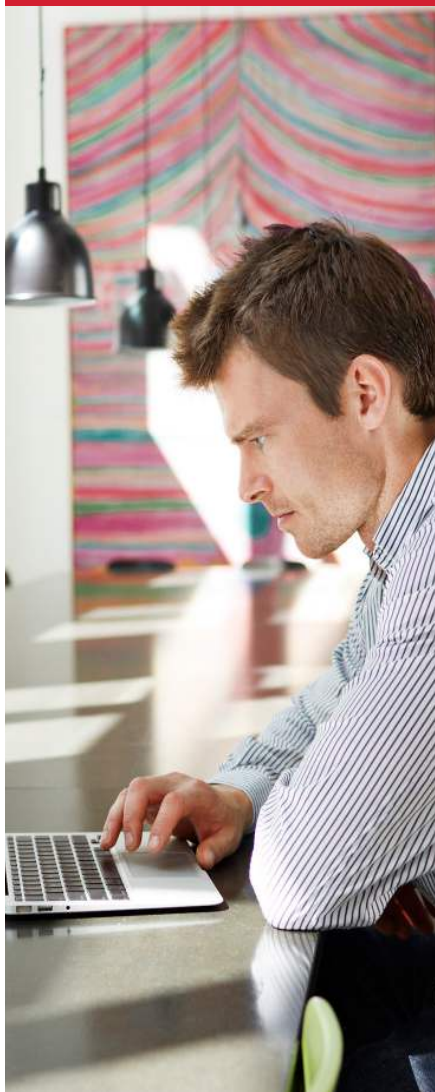




Welcome Aboard!

Preparing You to Work

Onboarding



1. Onboarding Presentation

This presentation will give you an understanding of who we are, what we do, and how you can be a great addition to our crew.

2. Required I-9 Documents

3. Logging In

- *Setting Up Your Email Signature*
- *Setting Up Lunchdrop*
- *Logging into Microsoft*
- *If you require any help getting set up, feel free to contact IT.*

4. Signing Your Docusign Forms

5. Introductions

6. Final Setup & Checks

Making sure that we're all set up for you and that HR has all the documents required to make you official.



Standard of Conduct

We Are Professional!

What It's All About

At Aurora, we uphold a professional standard of conduct. By this, we mean that we dress, communicate, and behave professionally. We believe our dress, grooming, and personal cleanliness standards contribute to company morale and affect the business image of Aurora. Because of this, we commit ourselves to professionalism and you should too.



Dress Code

Because we uphold a professional standard of dress, we wear proper business attire. For men, this includes suits, sports jackets, and pants that are typical of formal attire. For women, this includes dresses, pants, skirts, suits, and jackets that are formally appropriate. On Fridays, business casual is acceptable if you are not scheduled for client meetings.



Professional Conduct Cont.

As a part of our professional conduct, we use language that is kind, friendly, and professional for use in a work environment. How we speak at Aurora can have an effect on the values that Aurora presents to our community.





Meet the President

Rafael Ortega, Professional Engineer



President Rafael Ortega, P.E.

Personal Biography

Previously the Vice President and Director of Lockwood, Andrews & Newnam, Inc.'s Large Diameter Infrastructure Division, Rafael Ortega is nationally known as one of the leading engineers in water and wastewater engineering. He has spent his career serving clients from the East to the West coast on some of the largest and most complicated water systems in the United States.

”

*“Our values are what allow us to serve our clients. Doing the right thing is what Aurora was founded on, and it is absolutely **the secret to our success.**”*

A handwritten signature in blue ink that reads "Rafael Ortega".

Master of Business Administration,
Business Administration

Bachelor of Science,
Civil Engineering



Meet the Team

"Teamwork Makes the Dream Work!"

Here are some of our amazing Team Members that you'll be working with at Aurora.



Erik Hinojosa, HR Specialist

Specializing in Human Resources, Erik is the go-to for all of your benefit-related needs. He can help you with office necessities such as Medical Reimbursement, PTO, Training & Development, and much more.

ehinojosa23@auroratechservices.com
Ext: 225



Anson Yau, Senior Accountant

As our Senior Accountant, Anson is an administrative leader at Aurora. He works often with our time sheets, specializing in data entry, documentation, and accounting. He is also Aurora's Ping Pong Champion, a title that he is very proud of.

ayau56@auroratechservices.com
Ext: 245



David Pineda, Project Manager

Being a Project Manager, David is a leader in the development of our projects at Aurora. He specializes in engineering design and management. He was also Aurora's very first employee!

dpineda55@auroratechservices.com
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Company History

The Aurora Timeline

2015

Aurora Technical Services is established by Rafael Ortega, PE



2016

Contract with the City of Houston to design ~8,000 LF of 108" water transmission line



2017

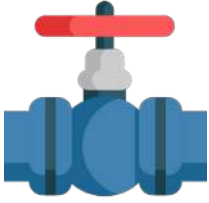
Aurora becomes partners with Gulf Coast Water Authority in Galveston to rebuild a breached pipeline attached to IH-45 bridge



2018

Aurora serves as the Bond Implementation Management Team (BIMT) for the Cedar Bayou Phase II Program.





2019

Contract with the Gulf Coast Water Authority to relocate a 39" water Line Relocation, Accelerated Design



2020

Aurora becomes the City of Houston's "On Call" Technical Advisor for large diameter water line services.



2022

Aurora is awarded the Red Bluff Rd 24' Waterline Project for the City of Pasadena



2024

Aurora Continues to Grow!

We currently have:

- *40+ Employees*
- *Numerous Contracts in Houston, Dallas, and San Antonio*
- *Two Office Locations in Houston and San Antonio*

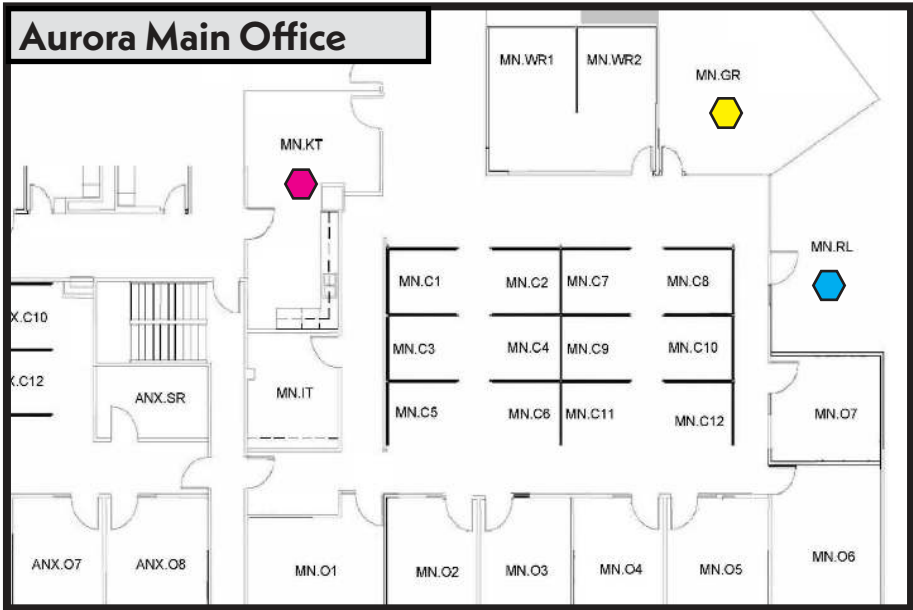


Need A Break?

Office Map & Activity Guide

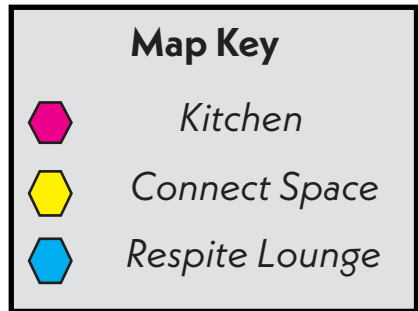
How Breaks Work

Employees receive one 15-minute paid break during every 4 hours worked. That means that if you work 8 hours, you'll get 30 minutes of break time. Aside from this, employees that work a full shift are encouraged to take a 30-minute unpaid lunch break.



Activities

During your break(s), you can play some Ping Pong or watch some TV in the Connect Space, relax in the Respite Lounge, and more! Below is a minimized map of our office, complete with activities and their locations.





Time Off Policy

How Time Off Works

PTO Accrual

Employees must be scheduled to work 32+ hours on a regular basis to be eligible for PTO. Full-time employees will accrue PTO at a rate per pay period to reach 120 hours per year. Employees who are scheduled to work less than 40 hours a week will receive PTO on a prorated basis.



Rollovers

Unused PTO can be cashed out or rolled over. Rollovers will be issued at half time and cashouts will be paid out in the pay period that they are submitted in. A maximum of 40 hours may be rolled over into the next calendar year.



OverTime

“Overtime” is defined as authorized hours worked by an employee greater than 80 hours in a pay period. Overtime must be approved in advance by your supervisor, and if not, you will not be authorized to work overtime.





Guide to Time Off

A Simplistic Guide to Requesting Time Off

A Quick How-To

Requesting time off for any purpose, whether it be for vacation, sickness, parental responsibilities or etcetera, is extremely simple at Aurora. Immediately below is a how-to on requesting time off. We know that you care about your time. We do too.



PTO Guide

1. **Visit Our Website**
<https://Auratechservices.com/>
2. *Scroll to the bottom and click "Employee Resources"*
3. *Enter the password, "Aurora2015!"*
4. *Click on our "PTO Request" link*
5. *Insert all of the necessary information that is requested by our form including type of PTO and reason for request.*
6. *Press "Submit" at the bottom of the page*
7. *Wait for your supervisor and HR to approve your time off*
8. **Enjoy your time off!**





Resources and Tools

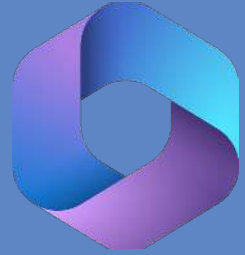
Software & Programs Available to Use

Microsoft Suite

The Microsoft Suite includes all Office365 applications, including but not limited to:

- *Outlook (Email Platform)*
Contact IT to set up company fonts & Personal Email Signature
- *Excel (Spreadsheet Platform)*
- *PowerPoint*
- *Word*

Access to the Microsoft Suite is given to all employees via AuroraTechServices email accounts.



AutoCAD *(Computer-Aided Design)*

A software that engineers use to draft precise 2D and 3D models and designs.

Civil 3D

A civil engineering design and documentation software that supports BIM (Building Information Modeling) workflows on a variety of civil infrastructure project types.

BlueBeam

Engineers use this software to view, manage, markup, and measure documents, facilitating speedy reviews.

(Access to this software will be granted to employees who are in need of it by

Adobe Suite

The Adobe Suite includes Photoshop, InDesign, and other useful applications for graphic design purposes. On occasion, access can be granted via IT if Adobe applications are required by an employee.



Guide to Harvest

The Harvest is Plentiful. Be a Laborer.
~ Luke 10:2



What is Harvest?

Harvest is a service that we use to track our time. With it, you can clock your hours, track expenses, and submit reimbursement requests.

How to Get Harvest

1. Make sure that HR has invited you to join Harvest. Look for an email in your inbox from Harvest.
2. Once you've found the email, click on "Join (name) in Harvest."

3. From the page that opens, you should be able to work out all of the technicalities of your Harvest account and begin tracking time.

How to Track Time

1. Select the day that you would like to track time for. Next. Click the large green "+" icon at the top left.
2. Click the first drop down box that appears, selecting the most appropriate project for your work. *Do not use Code 99, "New Project!"*
3. *Click the second box, selecting the most appropriate task. You may add notes to remind you what you're tracking time for. Finally, put*

your time in the bottom right box, where an hour is 1:00 and half an hour is 0:30. Click "Save Entry."

New time entry for Friday, August 16

Project / Task

Aurora Technical Services
Select Project Here

Select Task Here

Optional Note

1:30

Save entry Cancel

[Pull in a calendar event](#)



Guide to ShareFile

Sharing Files Made Easy

What is ShareFile?

ShareFile is a website that we use at Aurora to make sharing files easy. With ShareFile, everybody shares a database where Aurora stores a significant amount of digital documents pertaining to projects, invoices, and other matters.

Why Use ShareFile?

It's an incredibly convenient service to use. ShareFile is very useful, especially for administrators, who may need to access or store documentation more often. ShareFile also allows you to submit approvals on various documents. Additionally, you can find your paystubs and W2's in ShareFile. It's super convenient!

Accessing Share-

1. Confirm with your Supervisor that a ShareFile account has been created and set up for you.
2. Visit <https://sharefile.com/>
3. Click the "Login" button at the top right. For domain, input "AuroraTechnicalServices." Log-in with your credentials, and you're all set!



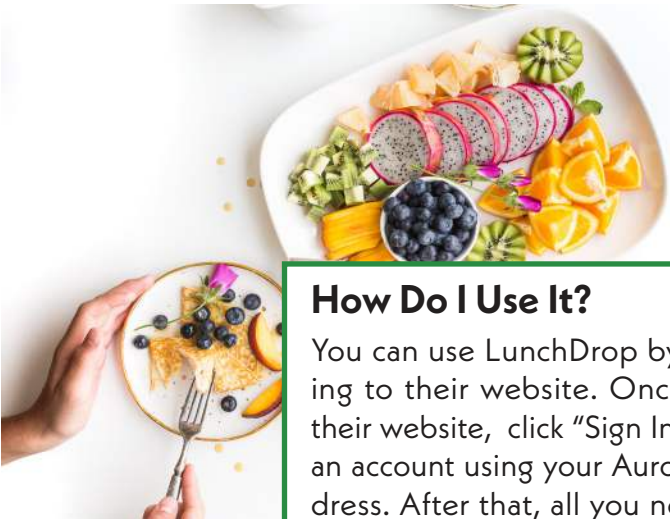
Guide to LunchDrop

Feeling Hungry? Good.

<https://www.lunchdrop.com/>

What is LunchDrop?

LunchDrop is a complimentary feature in working here at Aurora, more specifically in our office building. It's a business that delivers food en masse to office buildings all over Houston, saving money on delivery fees. You can use this service to have lunch delivered to you!



How Do I Use It?

You can use LunchDrop by simply going to their website. Once you reach their website, click "Sign In" and create an account using your Aurora email address. After that, all you need to do is input our office's address, input a method of payment, and then you can start using LunchDrop on any day you'd like!

Helpful Lunch Drop Facts:

- Only offers 2-4 restaurant options per day to choose from
- No delivery fees, but you can choose to leave a tip to support the business
- No menu markups depending on your order
- Lunch delivery occurs between 12:00 PM and 12:30 PM
- Lunch orders must be placed by 10:30 AM

What do we do?

We are a civil engineering & contracting management company. We accept or receive projects from other companies and we manage them.



Where can we find our handbook?

You can locate your complete handbook with all of our policies, rules, and regulations within our company's website. Simply go to our "Employee Resources" page and click on "Employee Policies." At the top of the page will be a link to our Complete Handbook.

When are we paid?

Our pay schedule is biweekly, which means that Aurora Employees will be paid once every two weeks. We are paid on Thursdays, so every other Thursday is a pay day.

How do we clock our time?

As a company, we clock our time using Harvest. Please refer to our slide titled "Tracking Time" to view our time-tracking process.

How can we help you?

Aurora can help you in a multitude of ways, and not just with our employee benefits. Aurora is a professional company that can provide great experience for employees ranging from professionals to interns.

What would employees say are the benefits of working here?

A lot of our employees enjoy the fact that Aurora is a smaller business. Being a small business allows employees at Aurora to enjoy a more personal, family-like environment. Everybody knows everybody! Not only that, but it leaves room for more personal training experiences and opportunities to learn directly from some of the industry's best engineers and leaders.



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