

10 Accommodations

Pregnancy, Childbirth, and Lactation Accommodations

Southern Oregon School of Music is committed to supporting team members throughout pregnancy, childbirth, and related medical needs. We provide reasonable accommodations in accordance with the federal Pregnant Workers Fairness Act (PWFA) and any applicable state or local laws.

If you need an accommodation, please notify the Director. In cases where the need for a specific accommodation isn't obvious, you may be asked to provide:

- The reason the accommodation is needed
- A description of the accommodation you are requesting
- How the accommodation will help address your needs

Medical documentation is not required in the following situations:

- The need for accommodation is obvious
- Southern Oregon School of Music is already aware of the situation due to prior disclosure
- The accommodation requested is one of the following:
 - Keeping water nearby and drinking as needed
 - Taking additional restroom breaks
 - Sitting, standing, or alternating between sitting and standing
 - Taking breaks to eat and drink

Nursing Mother Accommodations

Southern Oregon School of Music provides reasonable rest breaks for nursing mothers to express milk for up to 18 months after the child's birth.

A private location (not a restroom) near your work area will be provided, shielded from view and intrusion.

Breaks should, if possible, run concurrently with your regular rest or meal periods. Nonexempt staff must record time for breaks not concurrent with scheduled rest periods. Breaks may be unpaid where allowed by law; makeup time may be permitted before or after your shift.

Retaliation or discrimination for expressing breast milk is prohibited.

Disability Accommodation

Southern Oregon School of Music is committed to providing equal opportunities to qualified team members with disabilities, including those related to pregnancy, childbirth, or related conditions. We follow the ADA, the Pregnancy Discrimination Act, and all applicable state and local employment laws.

If you need a reasonable accommodation to perform your job, please notify the Director. You may be asked to share:

- Why you need the accommodation
- What accommodation you are requesting
- How it will help you perform your job

We will work together with you to understand your needs and explore possible accommodations. We may ask for your permission to contact your medical provider if needed, and all medical information is confidential.

You are encouraged to suggest accommodations that would help you do your job. While we may not be able to provide your exact request, we will work with you to find a reasonable alternative that does not create undue hardship.

If leave is part of your accommodation, it may run concurrently with FMLA or other leave allowed by law.

Southern Oregon School of Music fully supports team members who request accommodations and will never take negative action for doing so.

Religious Accommodation

Southern Oregon School of Music values and respects the diversity of religious beliefs and practices among our team members and is committed to providing equal employment opportunities to all.

In keeping with this commitment, Southern Oregon School of Music complies with Title VII of the Civil Rights Act of 1964 and all applicable federal, state, and local laws that prohibit discrimination based on religion. Southern Oregon School of Music will reasonably accommodate an employee's sincerely held religious beliefs or practices when an accommodation is needed to resolve a conflict with a work requirement, unless doing so would create an undue hardship for Southern Oregon School of Music.

Requesting a Religious Accommodation

Team members who need a religious accommodation should submit a request to the Director. You may be asked to provide information such as:

- A description of the requested accommodation
- The reason the accommodation is needed
- How the accommodation would help address the conflict between your religious beliefs or practices and your work responsibilities

After receiving a request, Southern Oregon School of Music will engage in an interactive, good-faith dialogue with the team member to explore reasonable accommodation options. Team members are encouraged to suggest possible accommodations for consideration. While we will carefully consider all requests, Southern Oregon School of Music is not required to provide a specific accommodation if an alternative reasonable accommodation is available or if the accommodation would create an undue hardship.

Southern Oregon School of Music will not discriminate against or retaliate against any team member who, in good faith, requests a religious accommodation under this policy.

Your Rights Under the National Labor Relations Act

Nothing in this handbook is intended to interfere with, restrain, or prevent employees from engaging in legally protected activities under the National Labor Relations Act or any other applicable law.

No provision of this handbook will be enforced if it conflicts with federal, state, or local law. Nothing in this handbook prohibits employees from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing information to, or participating in an investigation or proceeding conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other government agency.

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