

## 9 Your Rights, Accommodations, and Support

### Equal Employment Opportunity

Southern Oregon School of Music is committed to equal employment and to complying with all federal, state, and local employment laws. We strive to maintain a workplace that is free from discrimination, harassment, and retaliation.

**We prohibit discrimination or harassment based on any protected status, including:**

- Age (18 and older)
- Race, color, ancestry, or national origin
- Sex, sexual orientation, gender identity or expression, pregnancy (including childbirth, lactation, and related medical conditions)
- Religion or creed
- Disability (physical or mental)
- Genetic information
- Marital or familial status
- Veteran or uniformed service member status
- Status as a victim of domestic violence, sexual assault, harassment, bias, or stalking
- Expunged juvenile record
- Physical characteristics historically associated with race, including hairstyles such as braids, locs, twists, and other protective styles

### Note for All Positions

Because every role at Southern Oregon School of Music involves working with children, all team members are required to undergo background checks and any other legally mandated safety screenings. Consideration of criminal history, including juvenile records, is conducted solely to ensure the safety of children and vulnerable populations and does not otherwise override your rights under this policy.

### Work Schedules and Predictive Scheduling (Oregon Law)

Southern Oregon School of Music follows Oregon's Predictive Scheduling law for nonexempt employees:

- Teachers: Determine their own availability. Schedules are based on that availability and student enrollment.
- Administrative Staff: Schedules are developed in consultation with the employee.

### Good Faith Estimate at Hire

- Provided in writing at hire.
- Includes median monthly hours, any on-call shifts, and voluntary standby list.

### Written Work Schedule

- Posted at least 7 days in advance and includes all scheduled shifts and on-call shifts.
- Employees may decline shifts not included in the posted schedule without retaliation.

## **Short-Notice Schedule Changes**

If the School changes your schedule less than 7 days before a shift, additional pay applies:

- One hour at regular pay for added work >30 minutes or schedule changes without loss of hours.
- Half time your regular rate per scheduled hour if hours are reduced, shifts canceled, or on-call shifts not used.

Contact the Office Manager for exceptions or questions.

## **Rest Between Shifts**

- Employees are entitled to 10 hours off between shifts unless they agree otherwise.
- Back-to-back shifts with <10 hours rest are compensated at 1.5x pay where required by law.

## **Employee Input**

Employees may provide availability limitations (childcare, location, times) at hire or anytime during employment without fear of retaliation. Requests are considered but not guaranteed.

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