



**Southern Oregon
School of Music**

**Southern Oregon School of Music
Employee Manual**

January 2026

1 Introduction

Welcome

Welcome to our team! We hope that your employment with Southern Oregon School of Music will be rewarding and fulfilling.

How to Use This Handbook

Please take the time now to read this handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook.

Southern Oregon School of Music complies with all federal and state employment laws, and this handbook generally reflects those laws. Southern Oregon School of Music also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. Southern Oregon School of Music reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. When changes are made to the policies and guidelines in this handbook, we will communicate them promptly, either in a written supplement to the handbook or by posting (on company bulletin boards or websites).

Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment.

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including Southern Oregon School of Music policies and procedures. Please understand that no employee handbook can address every situation in the work place.

If you have questions about your employment or any provisions in this handbook, please contact the Director.

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