



**Southern Oregon  
School of Music**

**Southern Oregon School of Music  
Employee Manual**

January 2026

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# 1. Introduction

## How to Use This Handbook

*Note: For a summary of employment laws, view the Oregon and Federal employment law poster in our conference room next to the kitchen.*

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.

## 2. Who We Are

### **The Joy of the Musician's Journey**

Southern Oregon School of Music is a community of teachers and students sharing together the joy of the musician's journey. We provide music classes and lessons in a warm and accepting environment where both teachers and students experience joy in individual and shared music-making.

We believe that the youngest music learners are best served by the Kindermusik program—a joyful curriculum of music, movement, and learning for ages birth to seven. This program harnesses the power of music to support each child's development in every area, including cognitive, language, physical, social-emotional, and musical skills. Students who graduate from the Kindermusik program are well prepared for private lessons and further music study.

For students ages eight to adult, we offer private and group lessons. Our teachers aim to build supportive relationships with students that help them to thrive as musicians and also experience the power of music to enhance personal growth, self-esteem, and life skills.

Our curricula focus on providing a strong foundation in music theory, technical skills, and accessible beginner repertoire that allows the student to experience success in music making. We also offer students opportunities to choose some of the music they play, especially for concerts and special events. Above all, we want students to love their lessons!

### **Our History**

In 1999, Deborah Pratt founded Music4Kids, leasing space at the Gilbert Greek Early Childhood Center where she taught Kindermusik classes. In 2000, Music4Kids moved to a small rented space near the Boys and Girls Club, adding a youth choir and a limited retail section with music products for young children.

In 2001, Deb signed a lease for a 2,000-square-foot retail space in Town Center Plaza, expanded retail offerings, added instrument rentals, and began offering private voice and instrument lessons. By 2005 Music4Kids had grown to include lessons and classes for both adults and children, and the business was renamed Great Northwest Music (GNWM). By 2008, GNWM employed five teachers and served 150 students, 65 of whom were in the Kindermusik program.

In June 2008, Andy and Teresa Martin purchased Great Northwest Music. Over the years from 2008 to 2013, the GNWM Kindermusik program had been reduced to only a few students. In 2013, GNWM hired Deb as Kindermusik Program Director to revitalize the program. Within a couple of years, a piano class for Kindermusik graduates and a children's choir were added. By 2017, Deb's classes had outgrown the space at GNWM.

In May 2018, Deb and Andy mutually agreed to separate, and Deb relocated her studio to 141 NW C Street in Grants Pass, once again taking the name Music4Kids. The two businesses remain mutually supportive and often refer students to each other.

From 2018 to 2025, Music4Kids grew to a multi-teacher studio with nine part-time teachers, two part-time administrative staff, and 170 students. At that time, the studio offered Kindermusik classes as well as private lessons in piano, voice, violin, guitar, ukulele, bass guitar, drums, and saxophone, along with piano classes and the Rogue Valley Kids Choir.

In 2025, Music4Kids rebranded as Southern Oregon School of Music and expanded to occupy the entire top floor of the building, positioning the school for future growth, additional music classes and ensembles for all ages, including adults. In 2026, viola lessons and a younger children's choir were added, and 5 digital pianos were added to the 5 keyboards currently in use at that time to accommodate the Piano Express 2-room curriculum model.

## **Our Mission**

### **The Young Musician's Journey**

At Southern Oregon School of Music, we invite children and their families to embark on a seven-to-ten-year journey with us that will...

### **Nurture Musicianship**

Our curriculum and learning activities are designed to nurture students' musicianship. We focus on foundational concepts and essential skills needed to play any style of music. As students progress, they can take their music wherever they want it to go.

For our youngest learners, Kindermusik teachers guide children ages birth to seven years through each developmental stage. Children begin to understand basic music concepts and gain key skills, such as keeping a steady beat and singing in tune.

### **Unlock Potential**

We aim to support students' personal growth through the power of music making.

Research over the past 25 years shows the power of music-making to enhance learning and development. Not only is it enjoyable, but it also helps students develop focus, perseverance, listening skills, coordination, and even brain structure. Music-making activates almost all brain regions, strengthening pathways related to cognitive function, well-being, and happiness. Studies show that the area connecting the two sides of the brain is larger in musicians.

For little ones, Kindermusik activities harness the power of music to boost language skills, improve coordination, spark creativity, and build social-emotional confidence—setting the stage for a happy, healthy, and lifelong love of learning.

## **Celebrate Family and Community**

Music has a special way of bringing people together. One of the joys of making music is sharing it with family and friends. Part of our mission is to help families grow closer through shared musical experiences at Southern Oregon School of Music events and also at home.

Our teachers and staff foster a community of young musicians who share their passion for music and support each other along the way. Musical friendships often last a lifetime! As students develop their skills, they find joy in playing and singing together in bands or ensembles, creating memorable experiences and lasting bonds.

## **How Do We Accomplish Our Mission?**

At Southern Oregon School of Music, we strive to create a warm, welcoming space where teachers and students enjoy making music together. We also foster a close-knit community among our teachers and staff, ensuring a supportive and rewarding environment for all.

Together, we create a transformative atmosphere at Southern Oregon School of Music. Our hope is that the power of music, combined with our dedication to the young musicians we teach, will inspire students to stay with us throughout their seven-to-ten-year musical journey. Along the way, they develop a lifelong love of music and learning, cultivating a passion that propels them toward a bright and successful future, both personally and musically.

## **Core Values**

Teachers and staff at Southern Oregon School of Music have worked together to identify these core values that guide all our decisions, activities, and interpersonal relationships:

**Warm, Welcoming, Caring Community.** We are a warm and caring community that likes to have fun, celebrate successes, and collaborate together as we experience the joy of shared music-making and learning.

**Highest Levels of Character.** We strive for personal excellence, being committed to continued personal improvement, professionalism, honesty, integrity, and mutual respect for one another, our students, and their families.

**Consistent, Prompt Communication.** We commit to quickly respond to communication from each other, our students, and their families with accurate information, kindness, and encouragement.

**Personalized, Structured, Classical Musical Foundation.** We provide a structured, personalized music education with a classical foundation. As their musical skills mature, we help each student build upon this foundation, equipping each one to excel at playing their chosen musical style(s).

**Consistent and Effective Curriculum.** We work together as teachers to curate, develop, and agree upon an effective, consistent curriculum for every instrument. This includes weekly focus on foundational skills and music theory, along with progressive mastery of the instrument through method books and supplemental music of interest to the student.

**Positive and Uplifting Music.** We vet all the music that we use in our curricula and lessons to make sure the lyrics and the emotional impact of the music are age-appropriate, positive, and uplifting. We are aware that the music students learn in our lessons becomes part of their personal mental playlist. We only teach music that we would want our students to be singing in their heads for life.

## 3. Getting Started in Your Role at Southern Oregon School of Music

### Employment Authorization (Form I-9)

New team members complete Section 1 of the federal Form I-9 on their first day of paid employment. You'll need to provide documents approved by the U.S. Citizenship and Immigration Services (USCIS) that prove your identity and eligibility to work in the U.S. within three business days of starting.

If you're already employed and haven't completed this requirement—or if your work authorization changes—please notify our Office Manager.

For team members with time-limited work authorization, updated proof must be submitted before it expires to remain employed with Southern Oregon School of Music.

### At-Will Employment

Under Oregon law, your employment with Southern Oregon School of Music is at will. This means that either you or the School may end the employment relationship at any time, with or without notice or cause. Neither this handbook nor any other School document creates a guarantee of continued employment or benefits. If you have a written agreement with the School, that agreement will control if it differs from this handbook. Only the Director may enter into or modify such agreements, and they must be in writing and signed by the Director.

### Academic Year Commitment

In order to support continuity for students and families, Southern Oregon School of Music asks instructors to make a good-faith commitment to the full academic year when accepting a teaching assignment. Employment with the School is at-will and may be terminated by either the instructor or the School at any time, with or without notice and with or without cause. If circumstances arise that affect an instructor's ability to fulfill this commitment, instructors are asked to provide timely notice so that appropriate arrangements may be made.

### Your Job Description

Southern Oregon School of Music strives to maintain a current job description for every position. If you do not have a copy of your job description, please request one from the Director.

Job descriptions are intended as guides rather than exhaustive lists. Depending on business needs, you may be asked to perform duties that are not listed in your job description. Similarly, the School may revise, add, or remove duties as needed. Occasionally, job descriptions may be updated with or without advance notice to reflect changes in business needs.

If you have any questions about your job description or the scope of your responsibilities, please speak with the Director.

## **Your Introductory Period**

The first 60 days of employment are considered an introductory period. This time allows you to become familiar with Southern Oregon School of Music and your role, while giving us the opportunity to review your performance and make any appropriate adjustments to your duties or responsibilities.

Completion of the introductory period does not guarantee continued or permanent employment and does not alter the at-will nature of employment, including any academic year commitment request outlined elsewhere in this handbook. Employment may be ended at any time by either you or Southern Oregon School of Music, with or without cause or notice, as permitted by law.

## **Training and Support**

We provide individualized training to help each team member learn our procedures and the responsibilities of their role. Even with prior experience, this training ensures you understand the mission of our school community, are refreshed on best practices for your role, and feel confident, prepared, and ready to succeed while embracing and applying our core values.

We encourage questions and ongoing learning—if you ever need extra guidance or support, just reach out. Our goal is to help you grow, feel capable, and thrive as part of our team.

## 4. What We Expect Day-to-Day

### Personal Data Changes

It's important to keep your personal information up to date so we can stay in contact and ensure timely delivery of important documents. Whenever changes occur, promptly provide Southern Oregon School of Music with your current mailing address, phone number, and any changes to your tax withholding status.

You may update your contact information in Opus1 and your tax withholding status in Patriot. For instructions on how to update your information, please contact the Office Manager.

Keeping your information current helps prevent delays in receiving paychecks, W-2 forms, or other important communications.

### Attendance and Punctuality

Regular and punctual attendance provides a reliable, positive experience for our students and their families and is important for the smooth operation of Southern Oregon School of Music. Team members are expected to arrive early enough to be in their studio and ready to greet their students when they arrive. Admin team members should be in the office and able to start their duties on time.

If you will be late or absent, notify the Director or the Office Manager (if available) no later than 60 minutes before your scheduled start time. For emergencies, notify the Office Manager and/or Director as soon as possible, including when you expect to return. Documentation may be required, as allowed by law.

If you become ill during your shift, notify the Office Manager or, if unavailable, the Director. Employees who show symptoms of a contagious illness will be required to leave work and may return only after being symptom-free for at least 24 hours.

Absences are excused for illness or if approved in advance. Planned absences should be arranged in advance whenever possible to minimize disruption. Absences without prior or retroactive approval are unexcused, including late arrivals or early departures.

Failure to report to work for three or more consecutive days without proper notification will be considered a voluntary resignation.

### School Sponsored Social Events

Participation in School social events is completely voluntary, though team members are warmly encouraged to join and enjoy them safely and comfortably.

### Dress and Personal Appearance

All team members are expected to wear their name tags while at work.

Team members should dress in a neat, modest, business-casual manner. Clothing should be clean and appropriate for your role—nice jeans are fine, but avoid ripped jeans, very short skirts, or tops that are low-cut, backless, see-through, or expose the midriff.

Scented products should be used in moderation out of respect for colleagues or students with sensitivities.

Southern Oregon School of Music will provide reasonable accommodations for disabilities or religious beliefs that affect compliance with clothing or grooming standards.

Failure to meet these standards may result in being sent home to change or groom, and repeated violations may lead to disciplinary action.

## **Communication With Families and Outside Organizations**

At Southern Oregon School of Music, we conduct business honestly and ethically. We are committed to providing high-quality services and programs while maintaining a reputation for honesty, fairness, kindness, respect, responsibility, integrity, and trust. All team members are expected to uphold these standards and act with integrity in representing the organization.

## **How to Respond to Outside Inquiries**

Occasionally, Southern Oregon School of Music may be involved in news coverage or actual or potential legal matters. If you are contacted by reporters, former team members, attorneys, law enforcement, or other outside parties seeking information, do not speak on behalf of the School. Instead, politely refer the inquiry to the Director. If you are unsure how to respond or have questions about this policy, contact the Director for guidance.

## **Personal Cell Phone/Mobile Device Use**

Team members may bring personal cell phones and other mobile devices to work and may use them for work purposes if desired. Personal use should primarily occur during breaks or meal periods and be minimal during working time to avoid distractions.

Team members must follow School policies to protect confidential and proprietary information. Personal devices may be connected to the School network or equipment for work purposes, provided they have up-to-date antivirus protection.

Devices with camera or recording capabilities may not be used to take photos or videos of students or their families without prior approval, as some families have requested that such recordings not be made to protect their privacy.

While driving on work time, personal devices must be off or used hands-free in compliance with state law. Violations of this policy may result in corrective action.

## **Use of Company Technology**

Southern Oregon School of Music provides IT resources and communication systems to help you perform your job effectively and efficiently. These include Slack (team communication), Opus 1 (music studio management system), Piano Express (piano curriculum), Trello (admin project management system), email, internet access, Wi-Fi, printers, and security cameras. These resources are accessed via School equipment (including office phones, computers, monitors, and Chromebooks) or, when appropriate, personal devices.

## **General Guidelines:**

Use IT resources for work-related purposes unless otherwise permitted by law.

All content created, stored, transmitted, or received on School systems is the property of the School; team members should have no expectation of privacy.

The School may monitor or review system use in accordance with law to protect confidential information, trade secrets, and proprietary data, manage resources, and assist team members in managing electronic data during absences.

Password protection does not create a right or expectation of privacy. Avoid using School systems for personal matters you wish to keep private or confidential.

## **Violations:**

Violating this policy may result in corrective action, up to and including termination of employment. Illegal activity may also be reported to law enforcement authorities if necessary.

## **Computer Security and Copying of Software**

School computers, software, and networks are for School-related work only. Please use them responsibly and in compliance with School policies and all applicable laws.

All software purchased or developed for Southern Oregon School of Music belongs to the School and must be used according to its license terms. Copying, sharing, or distributing software without authorization is not allowed.

Software purchases require approval from the Director and must be coordinated through the Office Manager. Software may not be shared with anyone outside the School, and use on multiple devices or networks must comply with the applicable license.

To help protect School and client information, team members are expected to follow basic data-security practices, including:

- Safeguard passwords and login credentials and do not share them with others
- Lock computers/devices when they are unattended (press Windows key + L)
- Log out of computers/devices at the end of your shift
- Use only School-approved systems and platforms for School data
- Do not open links, attachments, or downloads from unknown or untrusted sources
- Promptly report any suspected security issues or data breaches to the Director or Office Manager

## **Off-Duty Use of School Facilities or Property**

At Southern Oregon School of Music, our equipment and facilities support your work and the needs of our students. When available and with prior approval, off-duty use of School facilities may be permitted as a benefit to team members for professional or School-related purposes.

All off-duty use of equipment or facilities requires prior approval from the Director and must be scheduled in the Opus1 calendar to ensure spaces are not double-booked and to maintain a record of use. Team members are responsible for reimbursing the School for any equipment or property that is damaged or lost during off-duty use.

## Social Media

During work time, use social media only for work-related activities.

Social media includes any way of posting content online—personal websites, blogs, chat rooms, social networking sites, or other platforms—whether or not affiliated with Southern Oregon School of Music.

We value your creativity and understand that social media is an important way to connect and share, both personally and professionally. At the same time, social media use can:

- Undermine the trust, confidence, or sense of safety that students and families place in the School
- Put Southern Oregon School of Music’s confidential information, reputation, or brand at risk
- Expose the School to claims of discrimination, harassment, or other legal issues
- Affect the School’s compliance with applicable laws and business rules

To help protect yourself and the School, all team members are expected to follow the following policies when using social media. Violating this policy may result in discipline, up to and including termination of employment.

### Use Good Judgment

Always take time to think before posting. Your posts reflect on both you and the School. Online content can be permanent, and anything you post—even from a personal account—may be seen by colleagues, supervisors, partners, suppliers, customers, competitors, or the public.

### Guidelines for Posting

#### Do:

- Whenever you identify yourself as a School employee, make clear that your views are your own and that you are not speaking on behalf of Southern Oregon School of Music.
- Respect copyright, trademark, and third-party rights by sharing only content you own, have permission to use, or are legally allowed to share.

#### Don’t:

- Do not take photos or videos of students or their families without prior approval from the Marketing Specialist or the Director, as some families have requested privacy.
- Do not respond to media inquiries or speak on behalf of the School; all media inquiries must be directed to the Marketing Specialist.
- Do not disclose trade secrets, confidential information, or proprietary School information (for more details, see the *Confidentiality and Non-disclosure of Trade Secrets* section of this handbook).
- If you have a School email address, do not use it for personal social media accounts.
- When using personal social media accounts, do not speak on behalf of the School or imply official authorization.
- Do not post false, defamatory, harassing, or threatening content.

## **No Liability for Employee Personal Property**

Southern Oregon School of Music is not responsible for the loss, theft, or damage of personal property brought to the workplace. This includes items kept in lockers, desks, vehicles, or other areas on School premises.

To help protect your belongings:

- Take care to secure personal items. If applicable, keep your door locked when you are not in your studio.
- Avoid leaving valuables unattended whenever possible.
- Maintain your own insurance to cover personal property brought to the workplace – personal items are not covered by the School insurance policy.

We appreciate your understanding and cooperation in keeping the workplace safe and organized.

## **Confidentiality and Nondisclosure of Trade Secrets**

As a condition of employment, all Southern Oregon School of Music team members are expected to protect the confidentiality of the School's trade secrets, proprietary information, and other commercially sensitive information, both during and after employment. Access to such information should be limited to a "need to know" basis and must not be used for personal benefit or disclosed without prior authorization from the Director.

This includes, but is not limited to:

- Customer and student lists, including contact information and any non-public records, notes, or communications relating to students or their families
- Curriculum materials, program development, lesson plans, and other instructional content developed by or for the School
- Marketing or business strategies and plans
- Financial or sales records and reports
- Patents, trademarks, and other intellectual property

If you become aware of any situation in which confidential information is being shared in violation of this policy, or if you suspect that competitors or unauthorized individuals may have obtained such information, you are required to report it promptly to the Director.

Violations of this policy may result in disciplinary action, up to and including termination of employment, and may also expose the individual to civil liability.

## 5. Work Time, Pay, and Personnel Records

### Employee Classifications

Southern Oregon School of Music classifies all employees as either exempt or nonexempt in compliance with applicable federal, state, and local laws:

- **Exempt employees:** Typically paid a fixed salary and not eligible for overtime.
- **Nonexempt employees:** Entitled to minimum wage and overtime pay.

Employees are also categorized by their scheduled hours:

- **Regular full-time employees:** Normally scheduled to work at least 40 hours per week, excluding approved time off.
- **Regular part-time employees:** Normally scheduled to work 39 hours or less per week.

Currently, most employees are classified as nonexempt, regular part-time employees. Any changes to an employee's classification, status, or responsibilities will be communicated as needed. If you have questions about your classification or status, contact the Office Manager. These classifications do not change your at-will employment status.

### Pay Increases

At the time of this writing, employees may be considered for annual pay adjustments at the beginning of the year, following the first full year of employment. Any adjustments are subject to budgetary considerations and are generally tied to the Consumer Price Index (CPI) to reflect changes in the cost of living. Additional pay adjustments may be made as financial conditions allow. All pay increases are discretionary and do not alter the at-will nature of employment.

### Holidays and School Closures

Southern Oregon School of Music is closed on the following days. With approval from the Director, staff may schedule makeup classes or perform administrative work for normal pay during these closures:

- Spring Break (March)
- Memorial Day (May)
- Independence Day (July)
- Labor Day (September)
- Week of Thanksgiving
- Two weeks for Christmas and New Year's Day

The School is open and holds classes and lessons on all other holidays.

## **Recording Your Time**

Southern Oregon School of Music is required by law to maintain accurate records of hours worked. Nonexempt team members must record all working time using their Patriot log-in. Teaching hours are automatically recorded in Opus1; however, all extra-duty hours (non-teaching work) must be recorded in Patriot.

Administrative Staff and Teachers recording extra-duty time should clock in no more than five minutes before beginning work and clock out no later than five minutes after finishing work.

## **Break Schedule (Oregon Law – Meal and Rest Breaks)**

- Rest breaks: Paid, at least 10 minutes, generally taken in the middle of each four-hour work segment.
- Meal periods: Unpaid, at least 30 minutes, uninterrupted.

Meal period timing requirements:

- Shifts of 7 hours or less: Meal period must be taken after the second hour and before the fifth hour. Shifts of 7 hours or less:
- Shifts longer than 7 hours: Meal period must be taken after the third hour and before the sixth hour.

Team members may take breaks in the conference room when it is not in use for meetings.

For teachers, if your schedule has evolved in a way that does not allow for the required rest or meal breaks under Oregon law, please notify the Office Manager.

## **Pay Periods and Paydays**

Staff are paid monthly on the 7th of each month (or the next business day) for hours worked in the previous month. Report any payroll discrepancies promptly to the Office Manager for correction.

## **Direct Deposit**

Southern Oregon School of Music encourages all team members to enroll in direct deposit. To enroll, request instructions from the Office Manager. Direct deposit typically begins within 30 calendar days after submission of a completed application.

Employees enrolled in direct deposit will receive a written statement explaining all deductions on each payday.

## **Paycheck Deductions**

Southern Oregon School of Music is required by law to make certain deductions from employee pay, including federal and state taxes, Social Security and Medicare (FICA), state unemployment taxes, OregonSaves contributions (unless you opt out), and any court-ordered deductions.

For more information about OregonSaves, including how to opt out, visit [www.oregonsaves.com](http://www.oregonsaves.com).

Exempt employees may be subject to additional permissible deductions as allowed by law, such as full-day absences for reasons other than sickness or disability or certain disciplinary suspensions.

Employees may also authorize voluntary deductions where permitted by law. All deductions will appear on your wage statement.

Review your paycheck each pay period and report any discrepancies to the Office Manager. Any improper or inadvertent deductions will be reimbursed promptly. The School will not retaliate against employees who report payroll errors.

## **Talking About Wages (Oregon Law – Wage Disclosure Protection)**

Southern Oregon School of Music will not discriminate or retaliate against team members for discussing, disclosing, or inquiring about their own wages or the wages of others, or for participating in a complaint or investigation related to wages.

While team members may freely discuss wages among themselves, the School does not disclose individual employees' pay. Team members may share general information about pay ranges, salary structures, or how compensation is determined for different roles.

Employees who have access to compensation information as part of their job duties may not disclose the pay of specific individuals to anyone without authorized access, except as required in connection with a complaint, charge, or investigation.

Nothing in this policy limits rights under the National Labor Relations Act.

## **Business Expenses**

Business expenses are uncommon and are typically limited to situations where an expense is necessary to support School operations and cannot reasonably be avoided.

Approved business expenses are reasonable and necessary costs incurred to support legitimate School purposes that are not covered through normal procurement processes. All expenses must be pre-approved by the Director.

Submit pre-approved expenses to the Director with a brief description and a copy of the receipt.

## **Access to Personnel Records**

Southern Oregon School of Music maintains personnel files for all team members. Team members may review their own personnel file with reasonable notice and in the presence of a School representative. Requests for certified copies must be submitted in writing to the Director.

When health-related information provided for accommodations, leave, or other protected purposes is included, it is stored in the personnel file in a clearly marked envelope labeled "Confidential — Health Information." Access is limited to the Office Manager and Director.

Requests from outside parties for personnel information must be directed to the Office Manager, who will consult with the Director before responding. Only the Office Manager and Director are authorized to release personnel information.

## 6. Leave Policies

### **Paid Time Off (PTO)**

Southern Oregon School of Music does not currently offer paid time off other than paid sick leave as required by Oregon law.

### **Unpaid Vacation Time**

To the extent possible, staff should coordinate vacations, medical appointments, and other time off with Southern Oregon School of Music's closure schedule or during non-work hours to minimize disruption. See the "Holidays and School Closures" section for information about scheduled closures.

#### **Administrative Staff:**

Request time off online through Patriot.

#### **Teachers:**

Request time off online through Opus1. Teachers are responsible for:

- Discussing a substitute or makeup schedule with the Office Manager; and
- Finalizing and emailing the approved schedule to [email@soschoolofmusic.com](mailto:email@soschoolofmusic.com) prior to the absence.

A time-off request is not considered complete until both steps are finished.

This policy applies to unpaid time off. Scheduling during closures or non-work hours helps minimize disruption to students and other staff.

### **Paid Sick Leave (Oregon Law)**

Southern Oregon School of Music complies with Oregon Sick Time Law (ORS 653.601–653.661).

#### **Accrual and Tracking:**

- Employees earn 1 hour of sick leave for every 30 hours worked, up to 40 hours per year.
- Unused sick leave carries over to the following year, up to a maximum of 80 hours.
- Sick leave is tracked automatically through payroll and reflected on pay stubs.

#### **Eligibility:**

- Applies to administrative staff and to teachers who will not be rescheduling lessons or classes.
- Teachers who reschedule lessons or classes will be paid for the rescheduled time rather than using sick leave.

#### **Requesting Sick Leave:**

Requests must be submitted using the online "Request for Sick Leave" form at <https://www.soschoolofmusic.com/team>.

**Permitted Uses:****Paid sick leave may be used for:**

- Your own illness, injury, or health condition, including medical appointments;
- Caring for a family member who is ill, injured, experiencing mental illness, or attending medical appointments;
- Parental care, including care for children under 18 or disabled dependents over 18;
- School or childcare closures due to a public health emergency;
- Seeking assistance related to domestic violence, harassment, sexual assault, or stalking; or
- Bereavement or funeral-related purposes.

**Notice and Documentation:**

- Provide at least 10 days' notice when leave is foreseeable; otherwise, notify the School as soon as practicable.
- Documentation may be required for absences exceeding three consecutive days, foreseeable leave of more than three days, lack of proper notice, or suspected misuse.
- Certification for domestic violence, harassment, sexual assault, or stalking-related leave is sufficient; specific details are not required.

**Additional Rules:**

- Sick leave is usable after 90 days of employment.
- Minimum usage increment is one hour.
- Unused sick leave is not paid out upon separation.
- Sick leave may run concurrently with other legally permitted leave.
- Retaliation for requesting or using sick leave is prohibited.

**Paid Family & Medical Leave Insurance (PFMLI – Oregon)**

Employees may be eligible for benefits through Paid Leave Oregon.

**Eligibility:**

Employees who earned at least \$1,000 in the prior year.

**Covered Reasons:**

Family care, personal medical leave, bonding with a new child, or safe leave related to domestic violence, harassment, sexual assault, or stalking.

**Duration:**

Up to 12 weeks per benefit year, taken consecutively or intermittently.

**Notice:**

Provide 30 days' notice for foreseeable leave; otherwise, notify the School within 24 hours and submit written notice within three days.

**Applying:**

Apply directly through Paid Leave Oregon, up to 30 days before or after the leave begins.

**Job Protection:**

After 90 days of employment, employees are generally entitled to reinstatement to the same or an equivalent position, subject to applicable law.

**Retaliation:**

Retaliation for requesting or taking PFMLI leave is prohibited.

**Extended Leave of Absence**

Employees may request an extended unpaid leave for circumstances not covered by other leave policies. Extended leave is unpaid unless required by law.

**Requesting Leave:**

Submit requests through Opus1 or Patriot at least 30 days in advance when possible, or as soon as practicable in emergencies. Include the reason for the leave and the expected start and end dates. See also the Attendance and Scheduling sections of this handbook for related expectations.

**Approval:**

Approval is discretionary and based on business needs, performance, and attendance. Reinstatement is not guaranteed.

**During Leave:**

- Sick leave does not accrue during unpaid leave.
- Outside employment during leave must not conflict with School policies or the employee's obligations to the School.

**Extensions and Return:**

Extensions must be requested at least 30 days in advance. Failure to return as scheduled may be treated as a voluntary resignation. If the original position is unavailable, a comparable position may be offered.

**Other Unpaid Leave****Bereavement Leave**

Up to five days of unpaid leave for the death of an immediate family member. Accrued sick leave may be used. Documentation may be requested.

**Jury Duty**

Employees are encouraged to fulfill jury duty obligations. Leave is generally unpaid unless required by law. Exempt employees will not incur pay deductions for partial-week absences.

**Military Leave (USERRA)**

Leave is provided in accordance with federal and state law. Reinstatement rights, pay, and benefits are governed by law.

**Additional Statutory Leaves**

Southern Oregon School of Music complies with all applicable federal and state laws regarding employee leave, including but not limited to leave related to crime victims, domestic violence or harassment, jury or court attendance, military service, legislative service, public board or commission service, blood or bone marrow donation, and similar legally protected circumstances.

## 7. Feedback, Performance, and Accountability

### Performance Reviews

Individual team members meet annually with the Director at Southern Oregon School of Music to discuss their growth and professional development. Reviews assess job duties, goals, and other key skills, such as professionalism, communication, collaboration, reliability, and initiative.

This review process is designed to help team members succeed, provide constructive feedback, and recognize achievements. It may also inform employment decisions, such as promotions or other opportunities for growth. Please note that a positive performance review does not guarantee a pay increase or continued employment, as all employment at Southern Oregon School of Music is at-will under Oregon law.

### Conflicts of Interest

Southern Oregon School of Music takes potential conflicts of interest seriously, especially when they could affect confidentiality, customer relationships, safety, security, or team morale. If you have any actual or potential conflict of interest with a competitor, supplier, distributor, or contractor of Southern Oregon School of Music, please disclose it to the Director.

If a conflict is identified, we will work to address it in a fair and appropriate way, taking steps to reduce or eliminate the conflict while supporting both you and the School.

### Working With Relatives and Friends

If a relative or friend is also employed at Southern Oregon School of Music, please notify the Director of any actual or potential conflicts related to safety, confidentiality, security, or team morale. The School will work with you to address concerns and maintain a fair and professional work environment.

### Outside Employment

We know that for many team members, working at Southern Oregon School of Music is a second job — in our industry, this is common and accepted. However, it is critical that other employment not conflict with your duties or affect your performance, attendance, or availability at the School.

Examples of potential conflicts include work that:

- Competes with the School or its programs
- Interferes with your scheduled hours or responsibilities
- Impacts the quality or productivity of your work
- Uses the School's confidential information or resources

If you think your outside employment could create a conflict, please discuss this with the Director. Following these guidelines helps you balance your responsibilities successfully while supporting a positive, professional work environment.

## **Criminal Activity**

At Southern Oregon School of Music, we are committed to maintaining a safe and welcoming environment for our team members, students, and visitors. We report criminal activity as required by law.

Any involvement in criminal activity during your employment—on or off School property—may result in disciplinary action, up to and including suspension or termination. While disciplinary decisions are made based on the circumstances, we strive to handle all situations fairly, consistently, and with respect for everyone involved.

## **Disciplinary Process**

At Southern Oregon School of Music, we expect all team members to follow our policies and procedures. If a team member does not follow these policies or procedures, we may ask them to complete a guided improvement process, based on the type and severity of the conduct.

Management generally begins with a verbal discussion or an improvement plan, intended to clarify professional responsibilities and support improvement. If acceptable results are not achieved, or if circumstances warrant, more definitive action may be taken at any time, including demotion, transfer, leave without pay, or termination. Team members will have an opportunity to respond to any disciplinary action.

While we strive to enforce policies consistently and fairly, we are not required by law to follow any specific disciplinary or grievance procedure. Depending on the circumstances, disciplinary action—including termination—may occur without prior discussion or an improvement plan.

## 8. Professional Conduct and Safety

Southern Oregon School of Music is committed to maintaining a safe, healthy, and productive work environment for team members, students, families, and visitors. The following policies apply to all team members and are designed to ensure safety, professional conduct, and compliance with applicable law.

### Security

All team members are responsible for keeping Southern Oregon School of Music safe and secure. Please lock doors protecting valuable or sensitive materials in your area when leaving work and report any lost or stolen keys, access cards, or similar devices to the Office Manager or Director. Avoid sharing details of security systems, alarms, or passwords with anyone outside the School.

Notify the Office Manager or Director of any potential security risks or suspicious activity. Your awareness and cooperation help maintain a safe and secure workplace for everyone.

### Illness or Injury

Report any work-related injury, no matter how minor, immediately to the Director. Failure to report in a timely manner may affect your eligibility for Worker's Compensation Insurance, consistent with Oregon law.

Reports should include:

- Team member name
- Date and time of the incident or onset of symptoms
- Location of the incident
- Brief description of the incident or working conditions
- Nature of the injury or illness and affected body parts
- Whether medical treatment was sought, and if so, where
- Names of any witnesses, if applicable

Additional information may be requested as needed to ensure safety and compliance with reporting or workers' compensation requirements.

Failure to follow reporting requirements may result in corrective action in accordance with the School's Disciplinary Process.

### Workers' Compensation Insurance

Southern Oregon School of Music provides workers' compensation insurance for all team members, in accordance with Oregon state law. This no-fault system provides benefits for work-related injuries, including:

- Medical treatment and expenses
- Occupational disability leave
- Rehabilitation services
- Compensation for lost wages due to work-related injuries

## **Filing a Claim**

- Complete an accident report promptly for on-the-job injuries.
- Provide a medical release from your healthcare provider before returning to work.

Workers' compensation benefits will be provided as required by Oregon law.

## **Unprofessional Conduct**

At Southern Oregon School of Music, we aim to create a safe, respectful, and positive workplace. We expect our employees to act in a professional manner that helps everyone do their best and work well together.

### **Unprofessional conduct includes, but is not limited to:**

- Violating handbook policies
- Using, possessing, or distributing illegal drugs, or being under the influence of alcohol at work
- Falsifying time records or giving misleading information about School matters
- Taking, damaging, or misusing School property
- Bringing weapons or other dangerous items to work without permission
- Harassment, fighting, or intimidation of anyone at work
- Sharing confidential School or customer information without authorization
- Refusing to follow reasonable directions, complete tasks, or follow safety rules
- Excessive lateness or absences
- Smoking in nondesignated areas
- Working unauthorized overtime or soliciting coworkers during work hours
- Not following the dress code or using inappropriate language
- Outside work that interferes with job performance
- Gambling on School property
- Lending keys or access to unauthorized people

This policy does not limit your rights under the National Labor Relations Act and does not change your at-will employment status where allowed by Oregon law.

## **Drug- and Alcohol-Free Workplace**

Team members are prohibited from reporting to work or performing work while under the influence of alcohol, illegal drugs, or any other substance that may impair performance, judgment, or safety.

Team members must not engage in the following conduct while on duty, while conducting School business, or while on School premises (whether or not actively working):

- Use or be under the influence of alcohol, illegal drugs, or other impairing substances
- Possess, sell, purchase, transfer, or transport illegal or unauthorized drugs, including prescription medication not prescribed to the individual, or drug-related paraphernalia
- Illegally use or abuse prescription medications

## **Marijuana**

Team members may not use, possess, or be under the influence of marijuana while on duty, on School premises, or while conducting School business.

Team members with a valid medical marijuana authorization who believe a workplace accommodation may be needed should refer to the School's Disability Accommodation policy.

## **Prescription and Over-the-Counter Medications**

This policy does not prohibit the appropriate use of legally prescribed or over-the-counter medications, provided such use does not impair job performance or compromise the safety of the team member or others.

Team members who take medication that may affect their ability to perform their job safely must notify the Director before reporting to work. Requests for reasonable accommodation will be handled in accordance with applicable law.

## **Alcohol at School-Sponsored Events**

Alcohol may be served at School-sponsored events. Responsible consumption is permitted, but team members are expected to act professionally at all times.

## **Violations**

Violations of this policy may result in corrective action in accordance with the School's Disciplinary Process and applicable law.

## **Workplace Tobacco Usage**

To support a healthy environment for all, the use of tobacco products is restricted as follows:

- Smoking, including electronic smoking or vaping devices (such as e-cigarettes), is prohibited inside all School facilities and in the parking lot
- The use of smokeless tobacco products (including chewing tobacco, dip, and snuff) is also prohibited in these areas

This policy applies to all team members, contractors, vendors, and visitors while on School property or attending School-sponsored activities.

## **Workplace Violence Prevention**

The School is committed to maintaining a safe and respectful workplace. Violence, threats, intimidation, or disruptive behavior will not be tolerated.

### **Zero Tolerance**

Acts or threats of violence—physical, verbal, written, or electronic—are prohibited. This policy applies to all team members, contractors, vendors, visitors, and anyone else on School property or engaged in School business.

## **Definition of Workplace Violence**

Workplace violence includes words, gestures, or behaviors that communicate a direct or indirect threat of physical harm, damage to property, or any actions that reasonably make someone feel unsafe.

## **Prohibited Conduct**

Prohibited conduct includes, but is not limited to:

- Physically injuring or attempting to injure another person
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic communication
- Engaging in conduct that places another person in reasonable fear of imminent harm or offensive contact
- Brandishing or using a firearm or other weapon on School property or while conducting School business, except as otherwise permitted by applicable law
- Violating a restraining order, protective order, injunction against harassment, or other court order

## **Reporting Incidents**

Any behavior that may compromise workplace safety must be reported immediately to the Director. All reports will be investigated promptly and handled as confidentially as possible.

Team members are expected to cooperate fully in any investigation related to workplace violence.

## **Violations**

Violations of this policy may result in corrective action in accordance with the School's Disciplinary Process and applicable law. Certain conduct may also result in referral to law enforcement and possible criminal prosecution.

## **Retaliation**

Retaliation against anyone who reports a concern, participates in an investigation, or serves as a witness is strictly prohibited. If you believe you have experienced retaliation, report it immediately to the Director.

## 9. Your Rights

### 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

### Background Checks

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.

## **Harassment and Discrimination**

Southern Oregon School of Music will promptly and thoroughly investigate all allegations of discrimination, harassment, or retaliation in a confidential manner. The School will take appropriate corrective action when warranted.

The School strictly prohibits retaliation against anyone who:

- Reports or provides information about suspected discrimination or harassment
- Assists in an investigation of a complaint under this policy

## **Sexual Harassment**

Southern Oregon School of Music is committed to maintaining a workplace free from sexual harassment and sexual assault.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal, written, or physical conduct of a sexual nature when:

- Submission is explicitly or implicitly made a condition of employment
- Submission to or rejection of such conduct affects employment decisions
- The conduct unreasonably interferes with work performance or creates an intimidating, hostile, or offensive work environment

Examples of sexual harassment include, but are not limited to:

- Unwelcome sexual advances or requests for sexual favors
- Lewd, derogatory, or sexually suggestive comments, jokes, or innuendo
- Comments about someone's body or sexual behavior
- Obscene emails, notes, photos, or other materials of a sexual nature
- Repeated unwanted requests for dates
- Retaliation against anyone who refuses advances or reports harassment

- Offering employment benefits in exchange for sexual favors
- Unwanted physical contact, assault, or blocking movement

## **Sexual Assault**

Sexual assault is unwanted sexual conduct inflicted through force, threat, intimidation, or manipulation.

## **What Is Harassment?**

Harassment includes verbal, physical, or visual conduct that insults, intimidates, or shows hostility toward someone because of their membership in a protected class. Examples include:

- Verbal slurs, negative stereotypes, or threats
- Offensive written or graphic materials (emails, walls, bulletin boards, etc.)
- Symbols, slogans, or items associated with hate or intolerance

## **Reporting and Investigation**

If you experience or witness harassment or discrimination, document it and report it to the Director (contact information available from the Office Manager). Retaliation is strictly prohibited.

- Report incidents promptly to the Director
- All complaints will be investigated thoroughly and promptly
- Corrective action will be taken in accordance with the School's Disciplinary Process
- Follow-up ensures the behavior stops and no retaliation occurs

## **Agreements and Settlements**

- The School cannot require you to sign an agreement that prevents reporting harassment or discrimination
- Voluntary agreements may include nondisclosure, nondisparagement, or no-rehire provisions
- Agreements may be revoked within seven days of signing

## 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.

## 11. How to Report Concerns

### Open Communication and Problem Solving

At Southern Oregon School of Music, we value open, respectful communication and encourage team members to share concerns, questions, or ideas. Your perspective helps us maintain a positive and professional workplace.

If you believe there has been inappropriate conduct or activity involving the School, its management, team members, vendors, customers, or others connected with the School, please bring your concern to the Director at a time and place that allows for a focused conversation. Include the issue, individuals involved, any steps you have already taken, and any suggestions for resolution.

Management will work with you to address concerns thoughtfully and fairly. Southern Oregon School of Music does not tolerate retaliation for raising concerns in good faith.

### Reporting Concerns to State and Federal Agencies

Filing a concern with the School does not prevent you from filing with state or federal agencies. Complaints filed with BOLI are automatically filed with the EEOC when covered under both laws.

- **Oregon Bureau of Labor and Industries (BOLI), Civil Rights Division**  
Eugene: 541-686-7623 | Salem: 503-378-3292 | Portland: 971-673-0764
- **U.S. Equal Employment Opportunity Commission (EEOC), Seattle Field Office**  
800-669-4000 | TTY: 800-669-6820

## 12. Child Abuse Mandatory Reporting

In accordance with Oregon law (ORS 419B.005, ORS 419B.010, and related statutes), educators and private school employees who have contact with children in the course of their duties are designated as mandatory reporters and are legally required to report suspected child abuse or neglect. This section outlines reporting obligations, definitions, and training resources for all staff.

### What Must Be Reported?

Mandatory reporters must make a report if, in the course of their professional duties or through information received in that context, they have reasonable cause to believe that a child has been:

- Physically harmed by other than accidental means
- Sexually abused
- Neglected or denied essential care
- Subjected to threat of harm

You do not need proof to report. Reasonable suspicion is sufficient. Reports should be made promptly.

## **How to Make a Report**

If you suspect child abuse or neglect:

- Call the Oregon Child Abuse Hotline: 1-855-503-SAFE (7233) (24 hours a day, 7 days a week)
- If there is immediate danger, call 911

Employees are not expected to investigate. Reporter identities are confidential, and good-faith reporting is protected under Oregon law.

## **Training Requirement**

Mandatory reporters are required to complete training on recognizing and reporting child abuse and neglect.

Oregon Department of Human Services Mandatory Reporting Video:

<https://www.youtube.com/watch?v=iO4uRPbl4YQ>

Additional training resources are available through the Oregon Department of Human Services at:

<https://www.oregon.gov/odhs/report-abuse/pages/mandatory-reporting.aspx>

## **Internal Notification Procedures**

After making a report to the Oregon Child Abuse Hotline or law enforcement, employees should follow these internal procedures:

- Notify the Director as soon as possible that a report has been made.
- Provide only factual information necessary for internal documentation (date, time, agency contacted, and general nature of the concern).
- Do not share details of the report with other staff, students, parents, or third parties, and maintain confidentiality in all related records and communications.
- Provide all relevant records or notes to the Director, who will maintain them in a confidential administrative file.
- Cooperate with any lawful requests from child welfare or law enforcement authorities.

Internal notification does not replace the legal obligation to report directly to the state hotline or law enforcement.

## 13. When Employment Ends

### Resignation

Southern Oregon School of Music hopes that your employment with the School will be a rewarding experience. Employees are asked to commit to a full academic year whenever possible to ensure continuity throughout the school year. We understand, however, that personal or professional circumstances may sometimes lead you to resign.

### Notice

If an employee is unable to complete the full academic year, they are requested to provide advance notice as soon as possible to support a smooth transition for students and team members. Employees are generally asked to provide a minimum of two weeks' notice, and four weeks if at all possible. A written resignation letter should be submitted to the Director.

If less notice is provided than requested, or if the resignation occurs before completion of a full academic year, the School may, depending on the circumstances, determine that the employee is ineligible for rehire.

### Pay in Lieu of Notice

In rare situations, the School may determine that it is best for an employee to leave immediately rather than work through their notice period. In these exceptional cases, the School may choose to provide pay in lieu of notice, meaning the employee would be paid for the notice period without being required to work.

Pay in lieu of notice is not standard practice and is used only when it supports a smooth transition, protects the workplace, or aligns with operational needs. It does not create a guarantee of payment in every situation.

### Final Pay

Final pay will be issued to separated team members in accordance with Oregon law and the policies outlined in this handbook. Under Oregon law, final pay is provided as follows:

- If employment ends due to resignation with at least 48 hours' notice, final pay is due on the last day worked.
- If employment ends due to resignation with less than 48 hours' notice, final pay is due within five business days or on the next regular payday, whichever occurs first.
- If employment ends due to termination by the School, final pay is due no later than the end of the next business day.

To ensure tax documents and other important information are sent to the correct address, please notify the School if your address changes during the calendar year in which your resignation or separation occurs.

## **Returning School Property**

All School property must be returned at the time of separation. If any items are not returned, the School may, in accordance with Oregon law and any signed agreements, deduct the reasonable value of the items from the final paycheck. Any such deduction will not reduce pay below the applicable minimum wage.

## **Exit Interviews**

You may be invited to participate in an exit interview when your employment with Southern Oregon School of Music ends. Exit interviews provide an opportunity to share feedback, help us understand your decision to leave, and identify areas for growth. Participation is voluntary, and we appreciate your time and perspective if you choose to take part.

## **Requests for References from Future Employers**

Southern Oregon School of Music policy is to confirm dates of employment, job title, and job responsibilities, and to state whether an employee is eligible for rehire. This information will be provided only with the employee's written authorization. All reference requests should be forwarded to the Director.

## **14. Closing Statement**

Thank you for reading this handbook. We hope it provides a clear understanding of our mission, history, structure, and current policies and guidelines. We look forward to working with you to create a successful School and a safe, productive, and pleasant workplace.

Deborah Pratt, Director  
Southern Oregon School of Music



## **Employee Handbook Acknowledgment**

I acknowledge that I have received access to and reviewed the Employee Handbook for Southern Oregon School of Music. I understand that it is my responsibility to read, understand, and comply with the policies and procedures contained in the handbook, as well as any revisions that may be made from time to time.

## **Mandatory Reporter Training Acknowledgment**

I certify that I have viewed the Oregon Department of Human Services Mandatory Reporting Training Video and understand my legal obligations as a mandatory reporter.

Training video link: <https://www.youtube.com/watch?v=iO4uRPbl4YQ>

Employee Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position/Title: \_\_\_\_\_