

# **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.