

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.